



School of
Healthcare Sciences
Ysgol y Gwyddorau
Gofal Iechyd

Practice Based Learning
HANDBOOK

BSc Operating
Department
Practice
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www.cardiff.ac.uk/healthcare-sciences

 @CUHealthSci

Disclaimer

The contents of this handbook are correct at the time of going to press. There can be a lengthy period of time between publishing this student handbook and commencement of the programme so please refer to [Learning Central](#) for the most up to date information. Where there is a difference between the contents of this student handbook and the information on Learning Central, the contents on Learning Central take precedence and represent the basis on which we intend to deliver our services to you.

Though every effort has been made to ensure that the content of this handbook is accurate, due to the nature of healthcare education, it may be necessary to implement some changes to the content and delivery of your programme in response to student driven enhancement activity and the need to remain responsive to developments in health and social care and in the professional context. Specifically, the nature of the coronavirus (COVID-19) pandemic means that information and arrangements in relation to your studies outlined within this document may need to be revised to adhere to changing government guidelines in the UK, Wales or in the Higher Education sector. Any necessary changes will be communicated to you via the School and/or your Programme Manager.

Please contact the Programme Administration Manager if you require this handbook in an alternative format: Jennie Ross (rossj@cardiff.ac.uk)

Contents

Introduction to Practice Based Learning.....	5
Section 1: Prior to commencing Placement.....	5
1.1 Disclosure and barring service and occupational health	5
1.2 Mandatory training	6
1.3 Third party disclosure of your personal information	6
Section 2: Learning in practice placements.....	6
2.1 Where are practice placements located	6
Section 3: Confidentiality	7
Section 4: Travelling to your practice placements.....	7
4.1 Using public transport and planning your journey	7
4.2 Use of personal vehicles.....	8
4.3 Use of personal vehicles for transporting patients.....	8
4.4. Accommodation	8
4.5 Placement travel / accommodation expense claims	9
Section 5: Notification of practice placements	9
5.1 Where and when can I find the details of my placements?.....	9
5.2 Requesting a Change of placement.....	9
5.3 When do I contact my placement?	9
5.4 Cancellation of placement	9
5.5 Can I arrange my own placement?	9
5.6 Bilingual / Welsh Language Placement Opportunities.....	10
5.7 Further information about my placement	10
Aneurin Bevan University Health Board.....	10
Betsi Cadwaladr University Health Board	11
Cardiff and Vale University Health Board	12
Cwm Taf University Health Board	13
Hywel Dda University Health Board.....	13
Swansea Bay University Health Board	14
Section 6: Uniform / dress code.....	14
6.1 What do I wear on placement or in clinical skills labs?.....	14
6.2 How many uniforms will I be issued?.....	14
6.3 How should I launder my uniform?.....	14
6.4 What do I do if my uniform becomes too small / large, is in a state of disrepair or I become pregnant?	15
Section 7: Whilst on placement	15
7.1 Health and Care Professions Council, College of Operating Department Practitioners and programme requirements for practice	15
7.2 Shift hours / patterns on placement?	15
7.3 Will the placement arrange my shifts around my part-time job?	16
7.4 Night duty.....	16
7.5 Bank holidays	16

7.6 Annual leave.....	16
7.7 Supernumerary status.....	16
7.8 Lone working.....	16
7.9 Interpreting for service user/carers if I can speak their language?	16
7.10 Library and IT Services.....	16
Section 8: Recording placement hours	17
8.1 Timesheets	17
8.2 Sickness / absence on placement	17
8.3 Unauthorised absence	17
8.4 Authorised absence.....	17
8.5 Personal appointments	17
8.6 Making up placement hours	17
8.7 Maximum working hours in practice	18
8.8 Pregnancy.....	18
8.9 Paternity leave (For partners to the mother this includes same sex couples)	18
Section 9: Infection control.....	18
Section 10: Jury service	18
Section 11: Professional Behaviour.....	18
11.1 Social Networking Sites	19
11.2 Professional Relationships	19
11.3 Mobile Phones	19
11.4 Smoking while wearing uniform / on duty.....	19
11.5 Chewing gum.....	19
Section 12: Raising and escalating concerns.....	20
Section 13: Student Disability and Placements.....	20
13.1 Equality, diversity and inclusion.....	20
Section 14: Support in practice	21
Section 15: Evaluation of placements	21
Section 16: Academic Placement Lead and Placement Support Team.....	22

Introduction to Practice Based Learning

In order for you to develop the skills and confidence necessary to become an autonomous practitioner, this programme encourages you to take a measure of responsibility for your own learning and development. This will involve reflection on your practice and that of others you observe in the clinical setting, and the deliberate application of the knowledge gained from academic study and research to your own practice. This process will enable you to develop the practical skills, clinical reasoning and decision making abilities that are fundamental to operating department practice.

The programme has been developed so that the theoretical concepts and clinical skills teaching delivered during study blocks will be relevant to each clinical placement. An overview of the theoretical programme will be made available to the clinical education team and so will provide the opportunity for them to organise the placements efficiently, thus allowing you to contextualise recently acquired knowledge into your clinical practice. *Because of the nature of clinical practice, it is not feasible however, to provide a rigid schedule of clinical learning activities for you to follow whilst on clinical placement, so it is essential therefore, that you make best use of every clinical opportunity as and when it arises.*

At the start of each clinical placement, you and your allocated clinical mentor will draw up assessment plans electronically, using web-based software, and where appropriate to develop on your achievements in previous placements. These plans will be used by the Practice Educator(s) and Clinical Mentors to guide your clinical learning and teaching activities. Further details of this process and the personnel involved can be found below.

You will be encouraged to develop a holistic approach to providing individualised patient care. This will be achieved by your gaining experience of the ODP's role in assessing, planning, delivering and evaluating the care delivered during the preoperative, anaesthetic, surgical, post anaesthesia and post-operative phases of your patients'/service-users' treatment in the operating department.

During your clinical placements you will work alongside members of different professions. The majority of these will be nurses, surgeons and anaesthetists, but you may also encounter radiographers, physiotherapists, paramedics, clinical scientists and so forth. The ability to work effectively in multi-disciplinary teams is an essential component of good clinical practice, and it is in your interest, and that of your patients/service-users, to take the time to understand the roles of the professionals and supporting staff who you encounter in practice.

Section 1: Prior to commencing Placement

1.1 Disclosure and barring service and occupational health

In accordance with principles of [the Health and Care Professions Council, standards of Conduct, Performance and Ethics \(2016\)](#) you must declare any changes to good health, good character and fitness to practise status **annually during the enrolment process and at any stage during your course when changes in status occur**, using the student declaration form, which can be found on Learning Central under module HCARE-ODP.

Please be aware that if you fail to disclose any changes to your good health, good character or fitness to practise or study and subsequently the University or placement provider become aware of this you may be withdrawn from placement and or your programme immediately without prejudice, pending an investigation.

Good health and good character - what do we mean?

If you have or you develop a health condition that requires ongoing treatment/investigation or your condition alters in some way, please let us know as we will be required to refer to occupational health for assessment prior to you undertaking your clinical placements.

Good character is supported by your adherence to the [Health and Care Professions Council, Standards of Conduct, Performance and Ethics \(2016\)](#).

If you are uncertain as to whether your circumstances represent such a change, please discuss your situation with your personal tutor or the programme manager who will be able to advise.

1.2 Mandatory training

Your mandatory training commences in year one of your programme. The list of mandated training you need to undertake is stored on Myprogress as an assessment- **this needs to be completed before your first clinical placement commences.**

There are online and practical elements to your mandated training and how you access the online (Learning@Wales), resources will be discussed during the module HC1236, the practical elements will be detailed on your academic timetable as these are sessions you will be **required to attend** before you undertake your first clinical placement.

1.3 Third party disclosure of your personal information

We will share some personal contact information with placement providers. This information is used to inform allocation of some placements, relevant reasonable adjustments and to contact you with details of induction sessions or additional learning opportunities. Please note placement providers are bound by the General Data Protection Regulation (May 2018) and will only use your information for the purposes outlined above.

Section 2: Learning in practice placements

As this is an **all Wales Provision** you can be allocated to any of the Health Boards across the country, where you are likely to remain for the duration of your programme.

You will be notified of the location of your placement Health Board (HB), in line with the University AHP Placement Communication plan 2020. You will receive the notification of the HB from the programme placement lead and in some cases, where your placement requires you rotate within and around the HB, the location of your first placement for the year. Please be aware thereafter your placement location within the HB is determined by the Practice Educator (PE), to capitalise on the experiences available to you and the achievement of all your clinical assessments in any given year, *as a result your placement may be changed at short notice if there is a significant change in the practice opportunities as a result of a change to the clinical service, over which we have no control e.g. Coronavirus.*

You will be advised of the PE contact details when the placement is confirmed, as detailed above.

2.1 Where are practice placements located

Northern Region

Betsi Cadwaladr University Health Board

- Wrexham Maelor
- Ysbyty Glan Clwyd/Abergele Hospital
- Ysbyty Gwynedd

South-Western Region

Swansea Bay University Health Board

- Morriston Hospital, Swansea
- Neath Port Talbot Hospital, Port Talbot
- Princess of Wales Hospital, Bridgend
- Singleton Hospital, Swansea

Hywel Dda University Health Board

- Bronglais District General Hospital, Aberystwyth
- Prince Philip Hospital, Llanelli
- West Wales General Hospital, Carmarthen
- Withybush Hospital, Haverfordwest
- BMI Werndale Hospital, Bancyfelin, Carmarthen

South-Eastern Region

- Aneurin Bevan University Health Board
- Nevill Hall Hospital, Abergavenny
- Royal Gwent Hospital, Newport
- St Woolos Hospital, Newport
- Ysbyty Ystrad Fawr, Ystrad Mynach
- The Grange Hospital, Cwmbran
- St Josephs Hospital, Malpas, Newport

Cardiff and Vale University Health Board

- University Hospital Llandough, Penarth
- University Hospital of Wales Main Theatres Suite, Cardiff
- University Hospital of Wales Short Stay Surgical Unit, Cardiff
- SPIRE Hospital, Cardiff

Cwm Taf University Health Board

- Brecon War Memorial Hospital (not always accessed for clinical placements)
- Prince Charles Hospital, Merthyr Tydfil
- Royal Glamorgan Hospital, Llantrisant
- The Vale Nuffield Hospital

Section 3: Confidentiality

The standards relating to confidentiality are highlighted in the following documents:

[Health and Care Professions Council \(HCPC\) Standards of Conduct, Performance and Ethics \(2016\)](#) which translates into the [HCPC Standards of Proficiency for Operating Department Practice](#).

In addition to the documents detailed above, you need to refer to the HCARE Confidentiality policy which is available on learning central.

Section 4: Travelling to your practice placements

Due to the geographic spread of our practice placement providers, it is inevitable that some students will need to travel longer distances to reach their placement than others. Unless a student can provide evidence of exceptional or a sudden change in circumstances, our expectation is that all students will attend the practice placement they have been allocated.

4.1 Using public transport and planning your journey

All students will have to use various modes of transport (i.e. a combination of walking, buses and/or trains) to get to practice placement. Accommodation may be available where a daily commute is not feasible.

Please see the [HCARE Learning in Practice module](#) on Learning Central.

Websites which will may help you plan your journey via car or public transport:

[Traveline Cymru](#)

[Google maps](#)

[AA route planner](#)

There may be other students who are on placement with you or near you and you may be able to share transport. If you choose to do this please insure this is in line with your car insurance policy. You will need business insurance.

4.2 Use of personal vehicles

In addition, if students intend to use their own motor vehicle, they will need to have completed the 'Permission to Use Vehicle Form' available on the [HCARE Learning in Practice module](#) on Learning Central. It is the student's responsibility to obtain confirmation from their insurers that they have adequate cover for all risks associated with the use of the motor vehicle whilst travelling to and from placement (for example, 'Business' insurance). This should also cover carrying passengers if the student will be taking other students with them. Students travelling by private motor vehicle should be aware that they do so at their own risk. The provision for reimbursement of the costs of travel by private motor vehicle do not constitute any acceptance of liability by the university, NWSSP or any other NHS body for the risks arising from the use of the private motor vehicle concerned.

Additional mileage/travel costs may be claimed if a student must travel to other placement sites, and/or to service users' home addresses (if the student is not given free transport). Any community mileage incurred must still exceed the cost of the student's daily mileage to and from their normal place of study. Community mileage on its own will not be reimbursed if it is not in excess.

4.3 Use of personal vehicles for transporting patients

You must NOT use your own car to transport patients under ANY circumstances.

4.4. Accommodation

The School will approve a request by a student if their allocated placement is outside the county of Cardiff, and one or more of the following are satisfied:

- The student does not have access to a car for which business insurance is held, and would have to travel on one or more public transport vehicles with a journey time in excess of an hour
- The student does not have access to a car and there are no public transport links close to the location
- The student does have access to a car, but the travel time to the placement would be in excess of one hour as determined by the cheapest / quickest route using a recognised route planner. One hour is the current average commute to work in the UK (ONS 2016).

AND/OR

- The student's ISAN identifies that temporary (placement) accommodation is required.

A completed Temporary Placement Request Form (available on the [HCARE Learning in Practice module](#) on Learning Central) should be submitted by the student to HCAREPlacementaccom@cardiff.ac.uk within 72 hours of being notified of the placement allocation. This is to enable appropriate accommodation to be sourced.

4.5 Placement travel / accommodation expense claims

Full guidance regarding placement expense guidance can be found on the [HCARE Learning in Practice module](#).

Claims must be submitted no later than three months of the last date of each individual placement, however, we would encourage students to submit claims at regular intervals, such as fortnightly or monthly, or in line with your placement timesheet submission date(s).

Section 5: Notification of practice placements

Placements are arranged in collaboration with our practice placement providers. Students are normally notified a minimum of 4 weeks before the commencement of placement. Please note that notification may be delayed, or changes made to practice placements, at very short notice for many reasons, i.e. changes in service/care provision or other factors, which are beyond the control of the School.

5.1 Where and when can I find the details of my placements?

When you are on placement is indicated on the programme plan which you will find, on Learning Central HCARE-ODP - look under the index for year line plans and select your cohort (identified by the year you started your training).

The specific details of your placement and your allocation therein, will be identified and detailed by the practice educators once we have confirmed who will be on placement within their health board (HB) - you will be notified of the Practice Educators (PE's) contact details when we notify you of your allocated HB - see section 2. Your placements will have been tailored to reflect the placement outcomes for the year- as indicated on your Practice Assessment Documents (MyProgress PAD).

5.2 Requesting a Change of placement

Any requested changes to clinical placement will need to be supported, with substantive evidence, using the principles of student placement process- found on Learning Central HCARE-ODP, look in the index for 'Useful Stuff inc. Forms'.

5.3 When do I contact my placement?

In the first instance you will need to contact the Practice Educator. Details of which will be found on the email confirming your placement. They subsequently will advise you on how, when, and who to contact in clinical practice.

5.4 Cancellation of placement

Due to the nature of continuous changes in clinical practice, even confirmed placements can be cancelled. You should be prepared for this situation to occur, try not worry or become anxious. The placement team, academic placement leads, and our placement partners will be working to secure you a placement.

5.5 Can I arrange my own placement?

You will be allocated a health board (HB) in which you will need to attend for your clinical placements. You will be informed by the health board Practice Educator (PE) as to the specific hospital and unit you will be allocated to attend within that health board. Due to hospital student capacity constraints, you will not be permitted to arrange your own clinical placements, although if you experience any issues, please discuss with your Practice Educator and personal tutor in the first instant.

There are some slightly different rules regarding International/Elective Placements. The following applies only to International/Elective Placements:

International opportunities are encouraged and are a hugely valuable means of gaining alternative experiences. Provided that the associated international opportunity aligns with programme outcomes, opportunities to undertake a clinical placement outside of Wales do exist.

However, any placements outside of Wales do need to be agreed with the team lead for clinical placements and sourced by the student.

International opportunities are rarely fully funded, and the student must source the finances to undertake such placements. Additionally, **international, or elective clinical placements are only permitted upon successful completion of mandatory programme requirements, such as clinical competencies and academic theory work.**

For more information about international opportunities, please speak to the team lead for clinical placements. Worth noting, during the Covid19 global pandemic, international opportunities were placed on hold due to travel and capacity restrictions. As a result, similar situations or external influencers can impact the availability or viability of international opportunities and may be subject to change at short notice.

All changes to placement location, outside of your health board rotation but within Wales, need to be approved by the Team Clinical Placement lead here at the University.

In terms of elective clinical placements within Wales, the availability of such placements is subject to receiving clinical department capacity to accept additional students. As with international opportunities, all requests for elective placements within or without Wales must be approved by the programme clinical practice lead in advance.

5.6 Bilingual / Welsh Language Placement Opportunities

All our placement providers have identified their bilingual staff on site/within the Operating Theatre Department; however, because of the nature of the clinical experiences available within the Operating Theatre environment and the mandated elements of your programme, we cannot guarantee that you will be able to access a bilingual staff to support your learning needs.

5.7 Further information about my placement

Aneurin Bevan University Health Board

- The Grange Hospital, Cwmbran
- Nevill Hall Hospital, Abergavenny
- Royal Gwent Hospital, Newport
- St Woolos Hospital, Newport
- Ysbyty Ystrad Fawr, Ystrad Mynach

This Health Board boasts in excess of 30 theatres on five sites: The Grange, Royal Gwent Hospital, Nevill Hall Hospital, Ysbyty Ystrad Fawr and the Orthopaedic Surgical Unit, St. Woolos Hospital. The theatres are each managed by a Clinical Lead, but are centrally co-ordinated by the directorate management team, the head of which is an ODP.

The Grange Hospital in Cwmbran has recently opened and as a result the services listed in the health board hospitals below are being re-configured and as a result may vary whilst the new pattern of service provision is established.

The Royal Gwent Hospital, Newport has approximately 774 beds to further provide a comprehensive range of hospital services for inpatients, day cases and outpatients. The hospital has 18 operating theatres with 9 based on the main suite covering orthopaedics and trauma, ENT, Maxillo-facial, CEPOD (emergencies) and general specialities*-The specialities now offered on site may vary with the opening of the Grange Hospital in Cwmbran.

There are also additional operating theatres in other areas of the large hospital providing care within * day case surgery, gynaecology, urology, ophthalmology and obstetrics. ODPs may also attend emergency calls to A & E or be requested to escort critical patients to other hospitals.

Nevill Hall Hospital, Abergavenny (opened in 1969) has 6 operating theatres in the main suite, covering varied specialities. There is also a day surgery unit with 2 operating theatres and 2 endoscopy rooms.

Ysbyty Ystrad Fawr (opened in 2011) is a community based hospital located in Ystrad Mynach near Caerphilly. The hospital has 269 beds, and has a nurse led minor injury unit within a 24 hour local emergency centre. It has an integrated mental health unit, and comprehensive diagnostic outpatient and therapy services on site.

The hospital provides day case and short stay surgery within its 3 operating theatres- This facility was closed for surgery during Covid and is planned to reopen its operating suites in September 2021.

The Orthopaedic Surgical Unit, St. Woolos Hospital, Newport (opened in 2006) The unit is in close proximity to the Royal Gwent Hospital and provides a solely orthopaedic service for elective (non-urgent) surgery. This ring-fenced unit has 30 beds and has a state of the art operating theatre suite, housing 2 operating theatres and an adjoining prep room to aid efficiency of patient care with clean air flow systems throughout.

St Josephs Private Hospital also sits within the ABUHB rotation and affords the experience of elective surgery within the two operating theatres on site.

Betsi Cadwaladr University Health Board

- Wrexham Maelor
- Ysbyty Glan Clwyd/Abergele Hospital
- Ysbyty Gwynedd

There are 3 District General Hospitals within BCU and are based in Wrexham, Bodelwyddan and Bangor.

Across the 3 hospitals we have experienced and motivated theatre staff as qualified mentors and in addition to this we have a dedicated team of practice facilitators/educators and mentors to support the delivery of ODP education in practice. The clinical education teams aim to provide an environment conducive to learning where the student's needs are identified and met. All 3 hospitals have access to IT & Study areas, Clinical skills labs and on-site library facilities.

Wrexham Maelor Hospital has 14 operating theatres spread between 3 departments. Students on placement here will gain experience in scrub, anaesthetics and PACU of varied specialities:

Department A: Colorectal, urology, gynaecology and upper gastrointestinal surgery in which Wrexham has become a centre of Excellence.

Department B: 4 Orthopaedic theatres inc. trauma plus 1 theatre allocated providing 24 hour cover for emergencies (CEPOD). Obstetric theatres providing elective patient care and also 24 hour on call emergency care.

Department C: 4 theatres – varied daycase surgery, ENT, paediatrics. Oral / dental and some ophthalmic.

Experience can also be gained in outlying areas such as the Emergency Department, intensive and high dependency care (ITU / HDU) and for varied procedures performed in x-ray / ultrasound, MRI. The John Spalding library is to be found on site at Maelor. This library has good links with Cardiff University and contains varied publications, journals and IT facilities. There is a resource room for students to go to for personal study.

Glan Clwyd Hospital has 16 operating theatres split between 2 sites. All students on placement here will gain experience in Anaesthetics, Scrub and PACU. Glan Clwyd is the Centre of Excellence for Maxilla Facial surgery and other specialities provided for include ENT, Gynae, Urology, Colo-rectal / General, Breast, Vascular, Ophthalmic, Orthopaedics including Trauma, Emergency & Obstetric Surgery, both of which operate on a 24/7 basis. Experience can also be gained in outlying areas such as A & E, ITU / HDU, ECT and for varied procedures performed in x-ray / ultrasound and MRI. Glan Clwyd offer first class library facilities which include IT rooms and study rooms.

Ysbyty Gwynedd is a busy district general hospital situated in the historic university town of Bangor with a student population of around 10,000. Bangor is situated in one of the most beautiful parts of Wales, between the Snowdonia National Park and the Menai Straits beyond which lies the Isle of Anglesey offering ample opportunity for indoor and outdoor activities.

Students placed in Ysbyty Gwynedd will gain experience in anaesthetics, surgery and PACU in a theatre suite of 12 theatres. Students will also gain experience in Obstetrics, Intensive Care (ITU), A&E department and a broad range of surgical specialities, working both inside and outside of the operating department. As with the other hospitals in this region, YG boasts a very experienced clinical education team and access to an onsite library and clinical skills facilities.

Cardiff and Vale University Health Board

- University Hospital Llandough, Penarth (UHL)
- University Hospital of Wales, Short Stay Surgical Unit, Cardiff (SSSU)
- University Hospital of Wales, Main Theatres, Cardiff (UHW)

Students on placement in the Cardiff and Vale University Health Board will gain experience through clinical placements in 3 main theatre suites.

UHL provides students with clinical experience in a range of specialties across in-patient/service-user, day surgery, endoscopy, pre-assessment and ward settings.

The main theatres at UHW provides students access to all major specialties, including neuro-surgery and cardiothoracic surgery, across 12 theatre suites; much of the surgery performed here will be of the specialised nature that one might expect from a tertiary, university hospital.

The SSSU provides students access to 8 theatres in a unit that provides a maximum stay of 72 hours across a large range of specialties. Other experiences for students include obstetrics, medical imaging and accident and emergency placements.

Students placed in Cardiff and Vale University Health Board benefit from a dedicated education and development team and have access to on-site library, IT and clinical skills laboratories.

Spire Cardiff Hospital provides private healthcare to patients across South Wales and further afield. The hospital is based in the Pentwyn area of Cardiff and is easily accessible via the M4 or M48, bus stops are convenient to the hospital and are served by the numbers 57 or 58 Cardiff Bus. The hospital performs between 400 and 500 operations per month in 3 theatres. Two theatres have laminar air flow systems for orthopaedic joint surgery, the third theatre has an integrated Stortz OR1 operating system for laparoscopic surgery. The hospital has recently opened a Cardiology Catheter Laboratory to perform diagnostic cardiology and interventional radiology. The specialties performed at Spire Cardiff include angiography and EP studies, Bariatric surgery, Cosmetic surgery, Cardiac surgery, General surgery, Gynaecology, Neurosurgery, Orthopaedic surgery, Ophthalmic surgery and Urology surgery. There are facilities on site available to staff which include a subsidised restaurant and ample parking which is free of charge, there is also a gym in the physiotherapy department that is available to staff out of clinic hours.

Cwm Taf University Health Board

Cwm Taf University Health Board provides services to around 330,000 people; primarily serving the residents of Merthyr Tydfil and Rhondda Cynon Taff as well as residents of North Cardiff, parts of the Rhymney Valley, South Powys and adjacent communities.

- Main theatre & Day Surgery Unit – Prince Charles Hospital
- Main Theatre – Royal Glamorgan
- *Brecon Memorial -Theatres * This is an area that is not used currently on a regular basis.*

Clinical experience in Cwm Taf can be gained in 19 operating theatres, including specialist day surgical and maternity units. All of the major surgical specialities are covered in Cwm Taf, plus you will gain considerable experience in emergency care. The library hosts a variety of publications, journals and IT facilities. Prince Charles operating theatre department provides access to a designated room for private study. I.T. facilities are available in the area and a variety of journals present for information. The department has a variety of equipment to be used for simulation purposes. This includes a variety of resuscitation manikins, airway management aids and instrumentation.

** Brecon War Memorial Hospital is a small, friendly community hospital based in the picturesque market town of Brecon. Patient/service-users are operated on here mostly on a day case basis, so students placed here will have the opportunity to witness patient/service-users' entire perioperative journey, from the initial outpatients appointment and pre-operative assessment, through admission on the day of operation and then to discharge and follow up.*

The Vale Nuffield Private Hospital in Hensol, has two operating theatres covering a range of elective surgical procedures.

Hywel Dda University Health Board

Hywel Dda University Health Board provides healthcare services to a total population of around 372,320 throughout Carmarthenshire, Ceredigion and Pembrokeshire. It provides Acute, Primary, Community, Mental Health and Learning Disabilities services via General and Community Hospitals, Health Centres, GP's, Dentists, Pharmacists and Optometrists and other sites.

The four general hospitals are Prince Phillip General Hospital located in Llanelli, Bronglais General Hospital located in Aberystwyth, Withybush General Hospital located in Haverfordwest and Glangwili General Hospital located in Carmarthen.

Withybush hospital has approximately 250 in-patient beds. It has six theatres, two of which are day surgery theatres. The hospital is able to provide colorectal, orthopaedic, gynaecology and NCEPOD surgery on a routine daily basis. It also provides limited urology and ENT surgery with specialists visiting from Glangwili hospital. As a small district general hospital Withybush does not provide more specialised surgical services such as cardiothoracic surgery or neurosurgery. When patients need to access these services they are transferred to the nearest tertiary referral centre which is usually Morriston General Hospital in Swansea or the University Hospital of Wales in Cardiff.

BMI Werndale Private Hospital- Bancyfelin, Carmarthen is a recent addition to the placement rotation within the Hywel Dda University Health Board, with two Operating Theatres undertaking elective surgery.

Swansea Bay University Health Board

- Neath Port Talbot Hospital, Port Talbot
- Princess of Wales Hospital, Bridgend

Students placed at either of these hospitals can look forward to interesting and enjoyable placements in both Bridgend and Neath Port Talbot. A total of 17 theatre suites provide a varied range of specialties in in-patient/service-user, day surgery, obstetrics and ophthalmics settings. Additional experiences include participating in the cardiac arrest team, medical imaging, endoscopy, ECT, ITU, and undertaking inter-hospital patient/service-user transfers.

Morrison Hospital, Swansea
Singleton Hospital, Swansea

Students placed in the Swansea hospitals will experience placements in both hospitals, providing them with clinical experience in a range of specialties across in-patient/service-user and day surgery settings. Students can expect to experience all major specialities, including burns and plastics surgery, and cardiothoracic surgery, across 28 theatre suites.

Collectively, the component hospitals of the Abertawe and Bro Morgannwg University Health Board have many years of experience in supporting ODP students and each site has a well-established clinical education team. The Swansea hospitals have now also gained University status, so students will benefit from the academic and research-based culture of this environment.

Section 6: Uniform / dress code

The principles and expectations stated within the placement host organisation uniform policy must be adhered to. There may be placement areas where the [All Wales NHS Dress Code](#) would not be suitable, in these circumstances students will be expected to follow the dress code policy that applies to the placement area / health board. Where students are not obliged to wear the All Wales/ NHS uniform you are required to present a smart and professional image as advised by the placement area.

6.1 What do I wear on placement or in clinical skills labs?

You will be expected to wear the All Wales uniform* unless advised otherwise by the placement area or clinical skills lab team.

*When on clinical placement you will collect a fresh set of theatre attire on a daily basis (from the supplies within the department), that will be discarded into the laundry receptacle either at the end of every shift or during the day, should your attire be contaminated in anyway.

If you are considered inappropriately dressed, you may be sent off-duty and be reported absent. Any such absences will need to be made up. If inappropriate dress or any other failures of the principles set out within the All Wales NHS Dress code is a persistent problem, the Programme Manager will be informed, and you may be referred to a Fitness for Practise panel.

6.2 How many uniforms will I be issued?

The university will issue you with one set of scrubs.

6.3 How should I launder my uniform?

Guidance as detailed in the [Department of Health publication Uniforms & workwear: Guidance on uniform and workwear policies for NHS employers](#) must be followed.

6.4 What do I do if my uniform becomes too small / large, is in a state of disrepair or I become pregnant?

If you require an alternative sized uniform during your course, you will be expected to purchase replacement uniforms. Some pre-worn uniforms may be available for you to exchange, which will incur no charge. In the unlikely event your uniform is in a state of disrepair you will be expected to purchase replacement uniforms, you will not be able to exchange your uniform for any pre-worn uniform.

In the event that new uniform is ordered this will be co-ordinated by the programme support team.

If you become pregnant then you should contact the Programme Support team who will arrange for you to have replacement uniforms that may be pre-worn.

All queries regarding uniform should be directed to HCAREODPPprogrammeSupport@Cardiff.ac.uk.

Section 7: Whilst on placement

7.1 Health and Care Professions Council, College of Operating Department Practitioners and programme requirements for practice

As highlighted in the introduction because the nature of the clinical activities may vary, the only speciality experiences that are a requirement of the programme are shared life, shared airway and paediatric and will be undertaken by all the students on the programme, irrespective of the HB location. Due to issues of capacity and service provision within HB these experiences will not occur at a similar time for all students nor indeed within the same year of the programme.

Attendance for all clinical placements is mandatory. You will be required to make up any missed time due to illness or other circumstances. Attendance and good time keeping are considered professional standards and you are expected to exhibit good attendance and time keeping at all times.

Please refer to the procedure for absence reporting on page 9 of the [School of Healthcare Sciences Handbook](#), in the [Academic Regulations](#) and section 8.2 below.

Over the 3 year programme you are required to complete a **minimum** of 2,400 hours in clinical placement. These hours are recorded weekly as part of your Practice Assessment Documents (PADs) whilst on placement (see 8.1).

However, as outlined in the School of Healthcare Sciences handbook, the nature of professional degree programmes is such that successful completion provides eligibility to apply for registration and a licence to practice.

Consequently, students are required to attend all timetabled sessions (including practice-based learning).

Therefore, all university and clinical practice attendance is mandatory, must be evidenced, and any absent hours of attendance must be retrieved through organisation with your practice educators and the programme team.

7.2 Shift hours / patterns on placement?

Currently all cohorts are expected to attend clinical placement for 37.5hrs/week* How these shifts are managed is influenced by: the year of study, the clinical opportunities available to afford you the opportunity to complete your clinical outcomes. It is anticipated that you will not work the same shifts each week/placement and that you may be required to undertake, evening, night (see 7.4) and weekend working.

(*This may be subject to review in line with the covid recovery plans, as they evolve and may be different for each academic year).

7.3 Will the placement arrange my shifts around my part-time job?

Given the hours you are currently required to work (see 7.1 above) equate to full time working hours, this limits the flexibility to facilitate any off-duty requests. The requirements of clinical service and your need to achieve your clinical competencies are such that you need to attend as clinical practice advises, to assure your opportunities to achieve.

7.4 Night duty

It is likely that when you have placements within emergency surgery, intensive care or obstetric units you will be invited to join your mentors, in order that you can experience the 24hr service the NHS provides. These experiences are likely to be scheduled in year 2 and 3 of your programme.

7.5 Bank holidays

The University will close on all bank holidays. If your placement is open during a bank holiday your shift pattern may require you to attend. If your placement is closed during a bank holiday, you must ensure you complete the required hours for that placement week.

7.6 Annual leave

You are **not** able to arrange annual leave outside of the weeks indicated on the three-year programme plan. Annual leave **cannot** be arranged during theory or placement weeks and you must adhere to the designated times allocated for annual leave within your programme plan.

7.7 Supernumerary status

As students on the BSc in Operating Department Practice (ODP) are considered as supernumerary for the duration of their programme and will be supervised as such.

7.8 Lone working

Student Operating Department Practitioners will not undertake any lone working at any point during your training.

Ambulance Transfers: As students within the School of Health Care Sciences you are unable to participate in Ambulance Transfers, within or beyond the boundaries of the placement Health Board.

7.9 Interpreting for service user/carers if I can speak their language?

Only formal interpreting services should be used.

7.10 Library and IT Services

Details of library and IT services whilst you are on placement are available [via the intranet](#).

Section 8: Recording placement hours

8.1 Timesheets

Your timesheets are stored within the PAD documents on Myprogress and should be completed on a daily basis with your clinical mentor.

A record will be kept by the clinical staff of any absences during clinical placements. When unable to attend a practice-based placement through sickness, or for any other reason, it is essential that you inform the clinical department by telephone by the start of the working day, you must also inform Programme Support at HCAREODPProgrammesupport@cardiff.ac.uk. See 8.2

8.2 Sickness / absence on placement

If you are sick/absent you must contact the placement (**before** the shift commences) on the first day **and** inform the School as soon as possible by emailing HCAREODPProgrammeSupport@cardiff.ac.uk

Please include the information below when e-mailing:

First Name
Student number
Intake (cohort)
Programme of study
Reason for Sickness/Absence
Personal Tutor

Further information regarding what to do if you are sick or absent can be found on page 9 of the [School of Healthcare Sciences Handbook](#) and in the [Academic Regulations](#).

8.3 Unauthorised absence

This is failure to report for duty when on placement, that has **not** previously been negotiated/authorised, and is not sick leave. This demonstrates unprofessional behaviour that reflects negatively on you in terms of professional accountability, ability to communicate, show respect for others and meet professional standards. It could result in failure to meet programme requirements and/or referral to a fitness to practise panel.

8.4 Authorised absence

This is absence which has been authorised by the programme manager, examples include compassionate leave for a bereavement or carers leave. Whilst on placement you will be required to show evidence of your authorised leave to your Practice Educator.

8.5 Personal appointments

You will be expected to arrange personal appointments during your off-duty hours. Any time missed will be added to the overall make up time.

8.6 Making up placement hours

All clinical practice attendance is mandatory, must be evidenced, and any absent hours of attendance must be retrieved through organisation with your practice educators and the programme team.

8.7 Maximum working hours in practice

Your maximum **weekly** working hours whilst on clinical placement are 37.5hrs.

8.8 Pregnancy

You must inform your Programme Manager/Practice Supervisor / Clinical Educator / ward / unit/ manager and personal tutor so that a risk assessment can be undertaken as per local policy.

The risk assessment is essential to assess any potential risks in relation to your pregnancy – failure to declare that you are pregnant could put you at risk.

8.9 Paternity leave (For partners to the mother this includes same sex couples)

You are entitled to take up to two weeks paternity leave, however this will be added to any authorised/unauthorised leave you have taken during the programme, you will be required to make up this time.

Section 9: Infection control

Please do not attend placement if you are unwell. It is important that you adhere to the NHS/University/ Health Board / Placement provider policies in relation to diarrhoea and vomiting. These illnesses have the potential to spread very quickly amongst ill / compromised patients and can result in fatalities and many beds blocked/closed. Check with your NHS Health Board / placement partner Infection Control and follow their advice. This will usually be stay at home until you have been symptom free for at least 48 hours. Please follow the sickness absence process as detailed in section 8.2 then stay at home until symptoms of these infections have ceased for at least 48 hours.

Section 10: Jury service

Students on placement are not exempt from Jury Service. You can return your form back to the courts and ask for a deferment, however before doing this please speak to your personal tutor who can provide a formal supporting letter explaining the course requirements to enhance your request for a deferment.

Please note that if a deferment is not granted by the court you will be expected to do the Jury Service. We will work with you to manage for this disruption to your programme.

Section 11: Professional Behaviour

You are an advocate of Cardiff University and your chosen profession. You should always therefore uphold the reputation of your profession. You should display a personal commitment to the standards of practice and behaviour set out in the [HCPC Standards of Conduct, Performance and Ethics \(2016\)](#). You should be a model of integrity and leadership for others to aspire to. This should lead to trust and confidence in the profession from patients, people receiving care, other healthcare professionals and the public.

You are required to uphold the principles of your profession in your personal life as well as your student life. Failure to do uphold the principles of your profession may affect your fitness to practise and ability to complete your programme.

11.1 Social Networking Sites

Used properly, social networking sites such as Facebook are a great way to find old friends, join interest groups and share information. However, you should remember that anything posted on a social networking site is in the public domain.

As a potential registrant of the Health and Care professions council you are advised to familiarise yourself with their [guidance on the use of social media](#).

What may be considered to 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 and could result in a formal complaint against you and a fitness to practice referral made.

Social media is a constant in many of our lives and is an important communication tool that many of us use. Indeed, many employers are now also using social media channels to screen candidates, so it is important that your “digital footprint” presents a positive image of you and that you are aware of the positive and possible negative impacts social media can have on your life.

Take a look at our [#Social 7 campaign](#) to learn more about how to avoid the pitfalls and make good use of social media.

11.2 Professional Relationships

You should always maintain clear professional boundaries in the relationships you have with others. Therefore, you should never arrange to meet patients/clients, their family members or carers socially, either during or after the placement. You should not accept any gifts, favours or hospitality that might be interpreted as an attempt to gain preferential treatment.

11.3 Mobile Phones

Respect the practice environment, practitioners you are working with, and ultimately clients in your care, by NOT texting, making phone calls or using any of the facilities available on your phone in the presence of patients/clients or their families.

Good practice would be to switch off your mobile phone as you arrive in practice settings to avoid temptation.

You should always adhere to Health Board or placement provider policies regarding personal mobile phone use. **Never** take photographs of patient / client situations.

11.4 Smoking while wearing uniform / on duty

Please refrain from smoking or using electronic cigarettes when wearing uniform whilst on duty.

11.5 Chewing gum

Please refrain from chewing gum whilst on duty – this does not create a good impression.

Section 12: Raising and escalating concerns

You have a professional duty to report any concerns that put the safety of the people in your care or the public at risk. Speaking up on behalf of people in your care and clients is an everyday part of your role, and just as raising genuine concerns represents good practice, 'doing nothing' and failing to report concerns is unacceptable.

If students have a concern while on placement then they are advised to inform their practice educator and/or their contact tutor at the earliest opportunity.

[Health Inspectorate Wales \(HIW\)](#) has also published useful guidance.

The school has developed a clear procedure and an incident report that you should complete when raising your concerns. This is available on the [HCARE Learning in Practice module](#) on Learning Central.

Section 13: Student Disability and Placements

If you have a disability, which may affect your placement, please discuss your concerns with your Personal Tutor. You should also contact the Student [Disability Service](#) for advice and you may require an Occupational health referral.

13.1 Equality, diversity and inclusion

We are committed to supporting, developing and promoting equality and diversity in all our practices and activities and to allowing all members of our University community to exist in an inclusive learning, working and living environment where they are treated with dignity and respect. This has direct relevance to your learning on placement.

We are committed to advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

Our [strategic equality plan](#) aims to promote equality and achieve equality improvements across Cardiff University as required under the Equality Act 2010. It applies to all areas of your academic and social life at Cardiff University. If you feel that you are being discriminated against, bullied or harassed by other students or the University, we urge you to seek advice. You may find guidance on the [student intranet](#) useful.

Section 14: Support in practice

Your primary support in clinical practice is offered by the practice educators and their mentoring teams. In addition to this each health board is supported by a visiting tutor (who may also be your personal tutor). The visiting tutor will visit either remotely or in person a minimum of three times in an academic year; but please feel free to contact us in the meantime should our support be required:

Health Board	Visiting Tutor	Contact Details
Aneurin Bevan UHB	Deborah Ryan	RyanD7@cardiff.ac.uk
Betsi Cadwalladr UHB	Alison C James	JamesA42@cardiff.ac.uk
Cardiff and Vale UHB	Paul Hennessy and Hazel Smith	HennessyPT@cardiff.ac.uk SmithHL@cardiff.ac.uk
Cwm Taf UHB	Craig Griffiths	GriffithsC17@cardiff.ac.uk
Hywel Dda UHB	Alex Bradbury and Alison C James	BradburyA1@cardiff.ac.uk
Swansea Bay UHB	Sherran Milton	MiltonSM@cardiff.ac.uk

Whilst on clinical placement all the University support services remain available to you and can be accessed via learning central and the Cardiff University Student Support Services contact details.

Section 15: Evaluation of placements

Student evaluation is an essential tool to monitor the effectiveness of placements in supporting you to achieve your learning outcomes and to give **constructive** feedback to the placement. The web link for the evaluation will be placed on Learning Central for you to access. The evaluation link will remain open for two weeks after the end of your placement.

Please remember to maintain confidentiality by not naming specific members of placement staff. If you feel that you did not have a good experience on your placement – please be professional and give constructive advice that will help the placement to improve the experience for future students.

A key aspect of becoming a professional practitioner is to raise concerns at the time they occur rather than waiting to complete your evaluation – you have lots of support available to you in practice to guide you with raising concerns - see section 12.

Section 16: Academic Placement Lead and Placement Support Team

Programme Manager

Name	Telephone Number	E-mail
Alexander Bradbury	029 225 10688	BradburyA1@cardiff.ac.uk

Academic placement lead

Name	Telephone Number	E-mail
Alison C James	029 225 10692	JamesA42@cardiff.ac.uk

Placement Support Team

Name	Telephone Number	E-mail
Alison Fox-Hay	029 206 87697	HCAREPlacements@cardiff.ac.uk

Be proactive, enthusiastic and professional

Enjoy your placement; make the most of a wide range of learning opportunities with Practice Supervisors who have a rich and varied experience in practice and research.

Do not sit back and hope that learning will just happen – it is up to you too!

We hope that you have found this handbook useful – if you have any constructive feedback or helpful suggestions for future editions - please e-mail Jennie Ross - rossj@cardiff.ac.uk