

Student Nurses



Maxillofacial, Burns & Plastic Surgery Unit

For:

Restoring
Form & Function



The Burns and Plastics Unit

The Maxillofacial, Burns and Plastics Unit at Hutt Valley District Health Board currently serves a population of approximately one million people in the wider geographical region of the lower North Island (six region DHBs) and the top of the South Island (Nelson-Marlborough DHB). This regional service provides both inpatient and outpatient facilities for the region.

Reconstructive Plastic Surgery is a specialized area of surgery dedicated to the restoration of function and correction of deformities resulting from congenital defects, cancers, and trauma including burns.

Patients are admitted in the service for a variety of conditions, which include:

Trauma

- ❑ Burns
- ❑ Soft tissue injuries & major lacerations
- ❑ Major skin and tissue loss
- ❑ Hand trauma including neurovascular injury and implantation
- ❑ Maxillofacial trauma and reconstruction

Cancer

- ❑ Skin Cancer
- ❑ Head and neck cancer
- ❑ Post-surgical reconstruction e.g. following mastectomy

Welcome!!
We are looking forward to working with you!

Contacts

Plastic Surgery Unit (PSU)		570 9043	
Clinical Nurse Educator (CNE)	Linda Roeters (Mon-Wed & Fri) Rebekah Perry (Thursday)	570 9452 or 5666999 pager 487	Linda.Roeters@huttvalleydhb.org.nz Rebekah.Perry@huttvalleydhb.org.nz
Clinical Nurse Manager (CNM)	Angela Gillman	570 9963 or 0272165234	Angela.Gillman@huttvalleydhb.org.nz
Associate Clinical Nurse Manager (ACNM)	Hilary Neighbours	570 9043 or 0278093937	Hilary.Neighbours@huttvalleydhb.org.nz

Linda Roeters and Rebekah Perry (CNEs) are overall responsible for your placement in the Unit. Your preceptors will feedback your progress to CNE. Linda/Rebekah will book you into relevant clinics and also roster your shifts while in the unit. Please contact Linda prior to commencing your placement.

Your Preceptor

During your transition placement, you will be allocated one main preceptor, this preceptor will be responsible for completing your evaluations. We will endeavor to ensure that you mainly work with this preceptor. However, due to shift work this is not always possible. It is **your** responsibility to ensure the nurse you are working with is aware of your objectives for the day/week. During shorter placements, you will work with a number of different nurses as all our staff work rostered and rotating shifts. You must provide evaluations and/or other paperwork to your preceptor in a timely fashion (i.e. not on the due date!!). Your preceptor will not complete any evaluations if you give it to them on your last days in the unit.

If you have any concerns or questions do not hesitate to contact Linda, Rebekah, Angela, or Hilary.

Your Roster

Name:

You will work with a number of different nurses during your placement, as all our staff work rostered and rotating shifts.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week One 22 nd July							
Week Two 29 th July							

Expectations of the Student Nurse while in PSU

The shifts in the Plastic Surgery Unit are:

Morning	:	0645hrs to 1515hrs
Afternoon	:	1445hrs to 2315hrs
Night	:	2245hrs to 0715hrs

We have a few expectations of student nurses working in the unit:

- ❖ It is expected that you arrive on time for your shift and if you are going to be late or you are unwell and can not come to call the unit on **570 9043**.
- ❖ You must complete the full shift that you are allocated to work – if you are unable to do so please discuss this with your nurse, preceptor or nurse educator. A lot of learning occurs at quiet times in the unit!!
- ❖ Do not swap shifts or take time off without discussing this with Linda or Rebekah (CNE) first.
- ❖ It is important for your preceptor or the nurse you are working with that he/she is aware of your objectives.
- ❖ Due to infection control a clean uniform must be worn, long hair must be tied back and cardigans must not be worn when working in the floor.
- ❖ If you are not achieving your objectives please see Linda, Rebekah or your preceptor (before the last week in the unit).
- ❖ Please ensure all documentation you need to complete for the polytechnic/university is accomplished before the last days in the unit – your preceptor will **not** complete any paperwork that is given to him or her if it is given in the last days of your placement
- ❖ Student nurses will have the opportunity to participate in various exciting learning opportunities such as burns dressing, complex wound care, VAC dressings, removal of sutures and staples, and skin graft dressings, while on clinical placement.
- ❖ With the exception of year 3 transition to practice nursing students, no students will be allowed to participate in IV therapy during this placement.
- ❖ Please complete the following form and return to Linda or a senior nurse on your first day of placement.

Student Contact Details for Plastic Surgery Unit Ward

Contact details

The nurses on the ward/department care about your well-being as well as your education. They will notice and be concerned if you don't arrive for a planned shift, if there is illness on the ward or in the case of an emergency. They may need to contact you to check you're okay and to let you know if there needs to be a change to your shifts.

Please could you provide the ward with your contact details and an emergency contact using the form below? **This information will be kept by a senior nurse for the length of this placement and then will be destroyed. It will not be shared with anyone else without your permission unless there is an emergency.**

Your Name	
Your Home Phone number	
Your mobile phone number	
Name of emergency Contact & relationship	
Phone number of emergency contact	

Contacting your Tutor/CTA

From time to time the staff on the ward may need to contact your tutor regarding your progress, for support or in the case of problems.

Please could you supply the contact details for the tutor/CTA that will be supporting you during this placement, in the form below?

Name of Tutor/CTA	
Phone number for Tutor/CTA	

Please complete a new form before each new placement and give it to the senior nursing staff at the beginning of your placement.

Thank you

Treasure Hunt

This list is designed to help you become familiar with the environment, but is by no means exhaustive of all the things you will be required to locate.

<p>DRUG ROOM</p> <ul style="list-style-type: none"> <input type="checkbox"/> "Notes on injectable drugs" <input type="checkbox"/> IV medications <input type="checkbox"/> Oral medications <input type="checkbox"/> Controlled drugs <input type="checkbox"/> Pre-op medication list <input type="checkbox"/> Alcohol swabs <input type="checkbox"/> IV syringes <input type="checkbox"/> Intravenous fluids <input type="checkbox"/> Suction equipment 	<p>DIRTY UTILITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bio hazard bags <input type="checkbox"/> Alginate linen bags <input type="checkbox"/> Bottles/pans <input type="checkbox"/> Linen bags <input type="checkbox"/> Sharps bin 	<p>EMERGENCY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resuscitation trolley <input type="checkbox"/> Anaphylaxis kit <input type="checkbox"/> Naloxone kit <input type="checkbox"/> ENT emergency kit
<p>ADMINISTRATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clinical policies & procedure <input type="checkbox"/> Roster <input type="checkbox"/> Photocopier <input type="checkbox"/> District nurse referrals <input type="checkbox"/> Patient charts <input type="checkbox"/> Filing cabinet with patient information pamphlets <input type="checkbox"/> Education board 	<p>DRESSING PRODUCTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plain gauze <input type="checkbox"/> Acti-coat <input type="checkbox"/> Hypafix/opsite <input type="checkbox"/> Tapes <input type="checkbox"/> Tubigrip <input type="checkbox"/> Combine <input type="checkbox"/> Warmed saline <input type="checkbox"/> Sterile gloves 	<p>MISCELLANEOUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manual BP machine <input type="checkbox"/> Linen supplies <input type="checkbox"/> CNM office <input type="checkbox"/> CNE/ACNM office <input type="checkbox"/> Staff tea room/toilet <input type="checkbox"/> BSL machines <input type="checkbox"/> Tympanic thermometer covers <input type="checkbox"/> Laboratory forms <input type="checkbox"/> Lamson Tube system <input type="checkbox"/> Burns bathroom <input type="checkbox"/> Physio room

Common abbreviations used in Plastics

Nursing terms

- ❖ **DDWR** - Dressing down ward round
- ❖ **COD** - Change of dressing
- ❖ **SCD** - Sequential compression device
- ❖ **HOBE** - Head of bed elevated
- ❖ **ROS** - Removal of sutures
- ❖ **Dx** - Discharge
- ❖ **T/C** - Toilet chair
- ❖ **CC** - Circulatory checks
- ❖ **NBM** - Nil by mouth
- ❖ **ATW** - Arrived to ward
- ❖ **RTW** - Returned to ward
- ❖ **IVAB's** – Intravenous antibiotics

Medical terms

- ❖ **MM** - Malignant Melanoma
- ❖ **SCC** - Squamous cell carcinoma
- ❖ **BCC** - Basal cell carcinoma
- ❖ **WLE** - Wide local excision
- ❖ **D/C** - Direct closure
- ❖ **TRAM** - Transverse rectus abdominis muscle
- ❖ **STSG or SSG** - Split thickness skin graft
- ❖ **DA** - Donor area
- ❖ **SSM** - Skin sparing mastectomy
- ❖ **ND** - Neck dissection
- ❖ **ORIF** - Open reduction internal fixation
- ❖ **I & D** - Incision and drainage
- ❖ **w/o** - Washout
- ❖ **Deb** – Debridement
- ❖ **Exc** - Excision

Weekly Focus

These are examples only and are no way exhaustive of skills/ conditions/ competencies that you can develop during your placement with us.

Week One

- ❖ Running of the unit – day to day routines (see exemplars on pages 10-11)
- ❖ Completing personal objectives and presenting to your preceptor (by day two of your placement – please see Linda if you are having any problems)
- ❖ Aware of the anatomy of the skin
- ❖ General pre/post-operative care
- ❖ Pressure Ulcer Care and Management
- ❖ Fluid Balance Management

Week Two

- ❖ Primary and secondary intention
- ❖ Basic Wound Management
- ❖ Removal of sutures, staples and drains
- ❖ Skin Tears

Week Three

- ❖ Discharge Planning including district nurse referrals
- ❖ Grafts
- ❖ Burns management

Week Four

- ❖ Flaps
- ❖ Wound assessment and management

Week Five - Nine

- ❖ Discuss with Linda or your preceptor

Exemplars

EXEMPLAR – PLASTICS MORNING SHIFT PLANNER

Time / Patient	0700	0800	T24	0900	1000	1100	1200	1300	T	1400	UPDATE	1500
Patient #1	DDWR Drains FBC	Vitals BSL Meds	TrendCare prediction for 24hrs		COD ADLs	DX. (incl. district nurse referrals)	Vitals BSL Meds		TrendCare Actualisation for duty	Meds	Update IBA & Nursing handover report	FBC IDC Progress notes

EXEMPLAR – PLASTICS AFTERNOONSHIFT PLANNER

Time / Patient	1500	1600	1700	1800	1900	2000	T	2100	2200	UPDATE	2300
Patient #1		Drains Vitals Meds	BSL	Meds		Vitals BSL Meds	TrendCare Actualisation for duty		Meds	Update IBA & Nursing handover report	IDC FBC

EXEMPLAR OF EMERGENCY DEPARTMENT TRANSFERS

ED Tx.	ATW @:
Patient #1	Baseline Vitals Medical admit Nursing admission & careplan Peri-operative checklist (if for theatre) ECG >60 (anyone), Maori & pacific (over 45) or anyone with known cardiac condition TrendCare Prediction & Actualisation Update IBA & Nursing handover report

EXEMPLAR OF POST-OPERATIVE PATIENTS

Post-op	RTW @:
Patient #1	Vitals on RTW Vitals ½ hour Vitals ½ hour Vitals 1 hourly for 4 hours Vitals 4 hourly if satisfactory Chart regular medications &/or post-op medications – order from pharmacy if not stock items Notify family Return belongings Update TrendCare/IBA/nursing handover report

Evaluation of your Clinical Preceptor

Please return your evaluation to Linda (Nurse Educator)

Name of Preceptor _____ Date _____

E = Excellent VG = Very Good S = Satisfactory NI = Needs Improvement

Please read the following statements then tick the box that best indicates your experience

My Preceptor:	E	VG	S	NI
Was welcoming and expecting me on the first day				
Was a good role model and demonstrated safe and competent clinical practice				
Was approachable and supportive				
Acknowledged my previous life skills and knowledge				
Provided me with feedback in relation to my clinical development				
Provided me with formal and informal learning opportunities				
Applied adult teaching principals when teaching in the clinical environment				

Describe what your preceptor did well

Describe anything you would like done differently

Signed: _____ Name: _____

