

Salford Royal Foundation Trust
Speech and Language Therapy
Department

Student Information Pack



Welcome!

Welcome to our department! This pack aims to provide information about our department and what to do before your placement starts.

We regard student training as a vital part of our work and aim to provide high quality support, teaching and supervision, tailored wherever possible to your own individual needs.

In return we value the stimulation, innovation and enthusiasm which you as a developing clinician can bring to our department.

About Salford

Salford Royal Foundation trust (srft) serves a resident population of 225,000. Salford is west of central Manchester and borders Trafford, Bury, Wigan and Bolton. The population has a shorter life expectancy than other parts of the country with a standardised mortality ratio for all causes of death 37% worse than the national average. The main causes of death - cancer and heart disease are significantly worse in Salford. The status of health is not equal across the city with wards closest to Manchester city centre having the highest level of deprivation, conversely there are pockets of prosperity including Worsley and Ellesmere Park.

About us

SLTs working within SRFT cover a wide range of clinical areas including:

- Paediatric speech and language delay and disorder
- Learning difficulties in children and adults
- Acquired communication and swallowing difficulties
- Paediatric feeding and swallowing difficulties
- Adolescents and adults with mental health disorders

- Dysfluency
- Voice / head and neck

We see our clients in a variety of settings including clinics, hospitals, nurseries, children's centres, mainstream and special schools, client's homes, colleges and day centres. We vary in how much direct therapy we offer and how much of our role comprises training, giving advice, providing therapy programmes and other forms of direct working. The therapists that you are working with will give you more information about the part of the service that they work for and how this fits with other services.

Pre-placement checklist

Before your placement:

- Contact all CEs or block coordinator
- Obtain CE's preferred contact details, phone numbers / email addresses
- Negotiate start / finish times
- Check travel arrangements / parking facilities
- Discuss any special arrangements you might have
- Discuss recommended pre-placement reading
- Forward CRB enhanced check if required
- Know what paperwork you need to complete, this is your responsibility!
- Complete pre-placement questionnaire (back of the pack) and bring to placement on your first day.

Meeting your CE

Your relationship with your CE(s) will be very important in ensuring the success of your placement. Your CE will do her best to enable you to have a successful placement and achieve your learning objectives throughout the placement.

In order to help with this process it is essential that you are open and honest in relation to your strengths and learning needs and take responsibility for your learning.

If there are any issues in your personal life which may affect the success of your placement e.g., health issues, carer responsibilities etc we encourage you to discuss these with your CE. This will allow your CE to make adjustments where appropriate to support your learning and maximise the success of the placement. University staff do not disclose personal information about students therefore if we do not know we cannot help!

The first day will include:

- Induction to the dept
- Placement expectations; yours and your CE's
- Paperwork to be completed
- Placement timetable discussion
- Setting your mid-term review date and assessment date where appropriate

NB Please bring pre-placement questionnaire and learning styles questionnaire if you have completed one.

Your CE(s) will follow the induction procedure as outlined in the clinical placement's handbook. Take this opportunity to discuss the following with your CE(s):

- Your start and finish times
- How and when you will be given feedback
- Where you can access the Independent Learning Activities
- Work you need to complete on placement
- How and when you will be assessed

Placement guidelines

The Role of the Student

- When on placement it is expected that you will be a member of the SLT team. As a representative of the department you will be professional in appearance and conduct at all times. ID badges should be worn at all times.
- You will also be involved at a practical level e.g., answering and taking telephone messages, making drinks and clearing up afterwards.
- As the placement progresses you will assume increasing responsibility for caseload management, including booking appointments, reports and other correspondence.
- Mobile phones should be switched off at all times during your placement this includes sending and receiving text messages.
- We expect all students to treat patients with respect. A polite manner is essential at all times.
 - If you have any concerns regarding any aspect of your placement please refer to the student support pathway in the Clinical Placement Manual (p15). An open and honest discussion with your CE can often prevent small issues from developing into more difficult problems.

Confidentiality

As a student health professional you have a responsibility to maintain the confidentiality of client information. Please ensure that you complete the [SRFT Confidentiality Agreement](#) enclosed and bring this on the first day of your placement.

Use only first names or initials in case studies or personal notes and omit any identifying information such as addresses or telephone numbers. **REMEMBER** do not use names or detailed

comments in discussion with your peers or colleagues in public places.

Absence

If you are unable to attend please contact your clinical educator at the earliest opportunity. Make sure you exchange contact numbers with your CE so that you are able to make contact in the event of any unforeseen circumstances.

Health and Safety

All employees and students have a duty to take reasonable care to avoid injury to themselves or to others. All trusts premises have a yellow folder containing copies of current health and safety policies. Find out its location and familiarise yourself with its contents.

The following areas have been adapted from the health and safety policies and should be covered in brief detail with your clinician:

1. **Fire Safety** – awareness of fire exits, fire extinguishers, alarm procedures and no smoking policies.
2. **Incident Reporting** – reporting of any incidents causing injury or potential for injury, incident report forms/ significant events.
3. **Personal Safety** – some students may achieve a level of independence whereby they see clients without direct supervision from the SLT. Students must be aware that they are responsible for their own safety at all times. Please remember to keep all valuables in a safe place.
4. **Moving and Handling** – avoidance where possible of manual handling of patients/equipment where there may be a risk of back injury.

Contact information – The clinical tutor and student should exchange contact information / telephone numbers so that if there are any absences, change of situation, all parties can be kept informed.

Smoking - Please note that the trust operates a no smoking policy in and around its premises.

Dress code

Clothing should be professional – smart but practical. This may vary between client groups and settings and will be discussed at your induction.

SRFT does have a uniform policy which your CE may refer you to.

N.B. Clothing and accessories which might distract the patients or which do not allow for freedom of movement should not be worn e.g., short or tight fitting skirts, low neck or cropped tops. Underwear should not be on display.

For infection control and safety reasons jewellery should be kept to a minimum, long hair should be tied back, nails should be kept clean and short with no nail varnish and hands should be washed between clients.

During your placement

Should you experience any difficulties whilst on placement the preferred choice of contact is your clinical educator or block coordinator. However, other options include:

- Student Coordinator (paeds) – Cath Slater 0161 211 7390 (Mon-Thurs) Catherine.slater@srft.nhs.uk
- Student coordinator (adults) Sarah Brown 0161 206 5450

We hope this information pack will help you to enjoy and benefit from your placement in this department.

Pre-placement questionnaire

This questionnaire is designed to provide both you and your clinician with information to help support and direct this placement. Please complete and bring on the first morning of your placement as it will be used as part of your induction.

1. Please list any relevant work experience including voluntary or paid and state what skills this has enabled you to develop.

2. Please list all of your previous clinical placements. Give brief details of the client groups worked with and main learning outcomes achieved whilst on placement.

3. In which areas or clinical skills do you feel most confident?

4. In which areas or clinical skills do you feel you lack confidence/experience?

5. Which learning objectives would you like to work on during your placement, where are your knowledge gaps / areas for development?