

Student Midwife Induction Handbook



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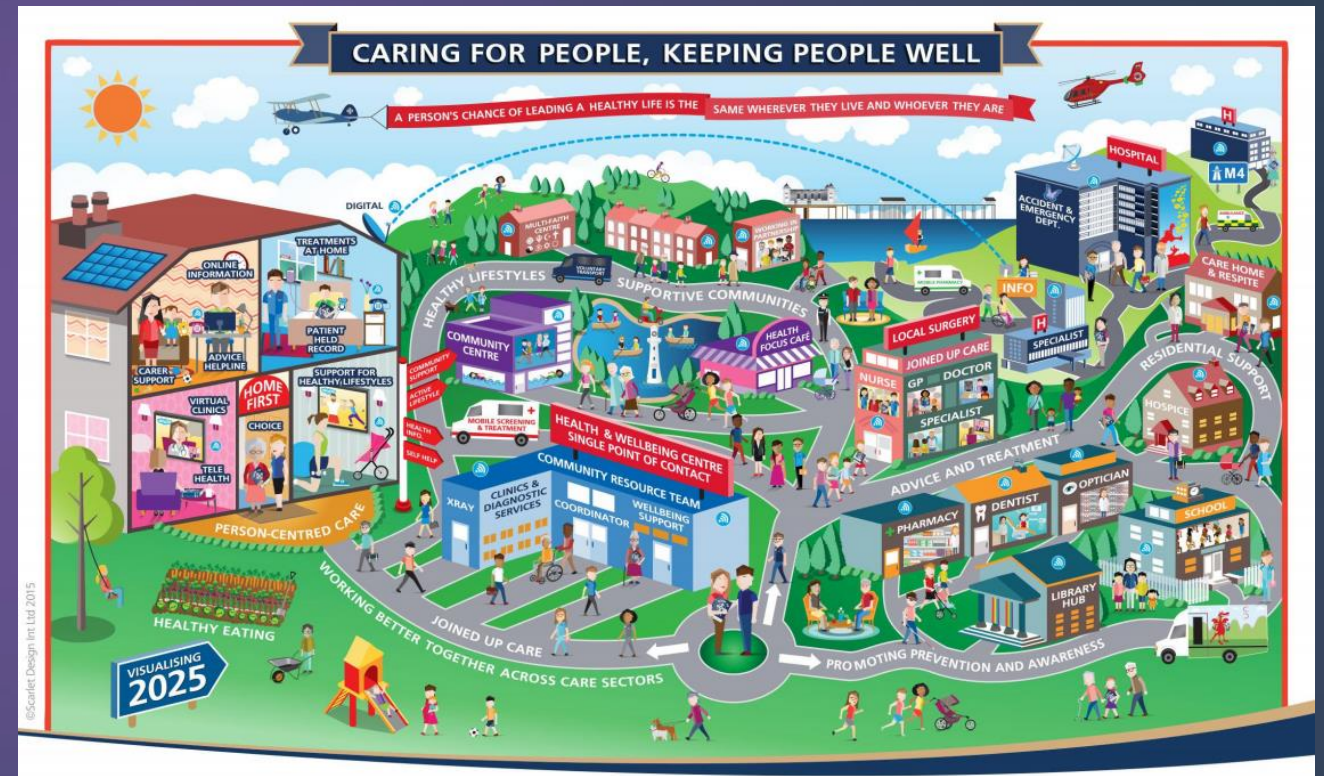
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Welcome

- ▶ The Cardiff and Vale University Health Board would like to welcome you as a Student Midwife.
- ▶ The UHB always strives to put patients first and our vision statement is:
- ▶ **'Caring for People; Keeping People Well'**
- ▶ Everyone who works in Cardiff and Vale whether clinical or non-clinical has a vital role in helping the organisation to care for its patient population and help to keep them well.



The Health Board Values

Kind and Caring

- Welcoming
- Put people at ease
- Value other people's time
- Compassionate

Respectful

- Understanding
- Attentive and helpful
- Appreciative

Trust and Integrity

- Listen
- Clear communication
- Teamwork
- Speak up

Personal Responsibility

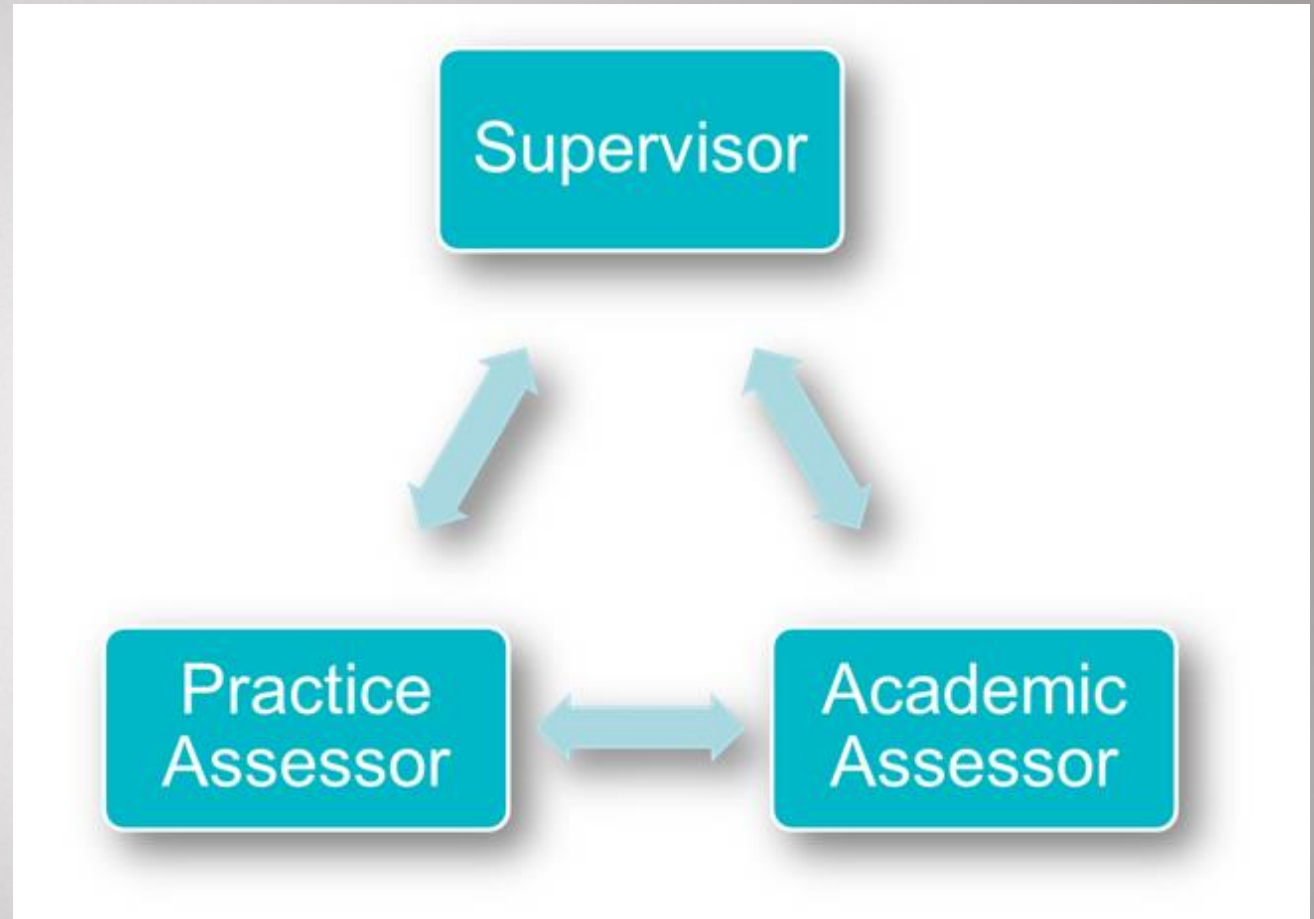
- Positive
- Professional
- Excel
- Keep Improving

Standards for Student Supervision and Assessment

During your placement you will be allocated

- 1 Nominated Practice Assessor
- 1 Designated Practice Supervisor but you may work with more Practice Supervisors

Every area has SSSA champions who can provide additional information and support regarding the SSSA standards



Description of Roles

Nominated Practice Assessor

- One allocated PA per placement
- Works minimally with the student
- Oversees the supervision and assessment of student
- Assesses the students achievement with evidence provided by the PS and student
- Carries out the Summative assessment

Designated Practice Supervisor

- One allocated PS per placement
- Provides teaching and learning opportunities
- Gives feedback and completes documentation
- Works with the student to provide continuity in the learning experience
- Supports the student in providing evidence of learning and achievements
- Provides feedback for the PA

Additional Supervisors

- During your placement especially in the first part or during your first week you may work alongside Additional Supervisors like Maternity Support Workers, Nursery Nurses or obstetric theatre and recovery nurses for example.
- All of these staff have a wealth of knowledge and skills and are willing to help facilitate your learning.
- They will feedback information on your progress to your Practice Supervisor and Practice Assessor.



Preparing for Placement

- Contact the practice supervisor/ placement area as soon as you have been allocated and provided contact details
- Find out shift times for that area and your practice supervisors off duty.
- Organise your transport to and from placement.
- Complete the learning contract highlighting objectives M-PAD.
- Familiarise yourself with any M-PAD submission dates.
- Please be mindful that placement shifts take priority over any outside work commitments.

Preparing for Placement

Useful items to have in your pocket or bag.

- Black Pens
- Fob Watch
- Visible Identification
- Small Notebook
- Vital Signs Reminder Card
- Scissors
- Food and drink
- Obstetric wheel



Etiquette

As a student midwife you are an advocate of Cardiff University and your chosen profession, therefore you must uphold the reputation of the profession at all times.

This includes;

- Punctuality
- Maintaining a professional attitude
- Respectful of patients, staff members and the public you encounter
- Actively seeking learning opportunities as an adult learner
- Not using mobile devices in the clinical area other than for the M-PAD
- Being mindful of what you are posting on social media platforms

Student Working Hours

- As a student midwife you will always be classed as supernumerary.
- You will be expected to cover a range of shifts, these include days, nights and weekends.
- You are expected to work the entire duration of the shift.
- You will also be expected to work a bank holiday if rostered in to do so.
- You will be expected to work a 37.5 hour working week and your breaks are included in this.
- If you need to change a shift you are expected to speak to your Practice Supervisor, Practice Assessor or Midwife in Charge to get this authorised, only then can the off duty be changed. Under NO circumstances can you amend the off duty without discussing this.
- You are unable to take annual leave while on placement.

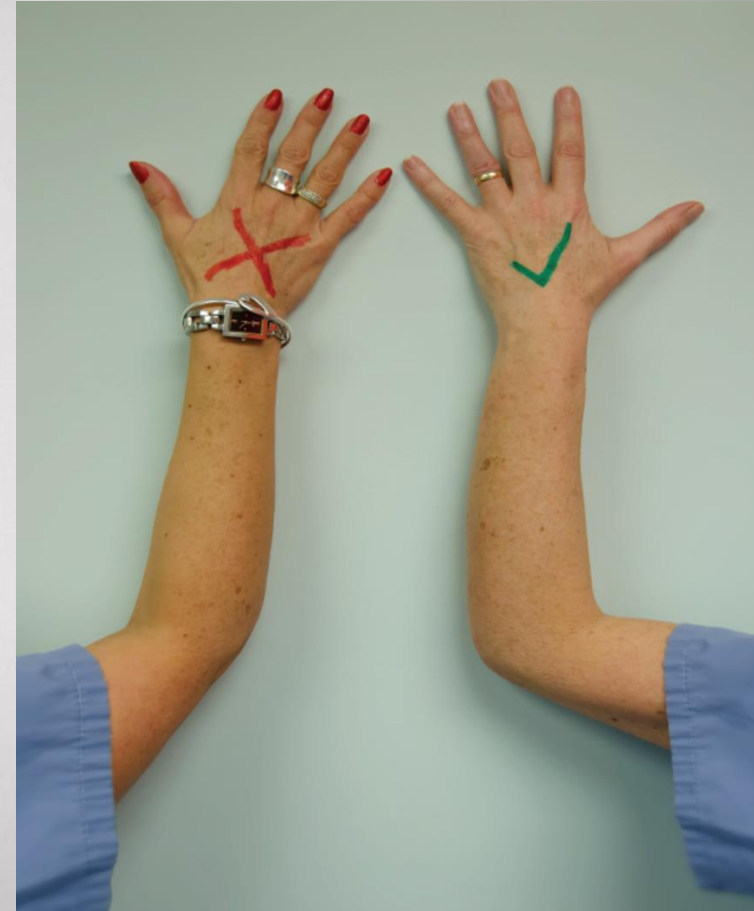
Dress Code

- For infection control reasons it is important your student uniform is not worn outside of the hospital environment. You can access changing facilities in the clinical areas please take this time into account so you are ready when the shift starts.
- The Cardiff and Vale Health Board have a strict uniform policy to view the All Wales Dress Code follow the link
<https://cavuhb.nhs.wales/files/policies-procedures-and-guidelines/workforce-and-od-policies/d-workforce-and-od/nhs-dress-code-pdf/>



Dress Code

- Your uniform should be clean and ironed.
- The only jewellery allowed is a wedding band and 1 pair of stud earrings.
- Your hair should be tied up and off your shoulders.
- You should be bare below the elbow, no bracelets or watches.
- Finger nails should be kept short, no nail polish or false nails allowed.



Sickness Reporting Policy



- It is **YOUR** responsibility if you are sick to inform the clinical area prior to the start of the shift and **speak to the Midwife in Charge**.
- It is **NOT** appropriate to report sickness via a text or via another student.
- Please continue to communicate with the clinical area regarding your return to placement when well, in case any amendments are needed to the off duty.
- You also have a duty to report your sickness to the University via; HCAREStudentAbsence@cardiff.ac.uk

What We Are Expecting of You

- To be enthusiastic and motivated
- To take ownership and be pro-active in your learning
- To work alongside all members of the multidisciplinary team
- To inform your Practice Assessor and Supervisor if willing to do so of any additional learning or medical issues that may affect your learning
- To be punctual – if late you will miss handover which is vitally important
- To be smart in your appearance and adhere to the uniform policy
- To inform the midwife in charge of any sickness and absence
- To be reflective in your practice

What You Can Expect From Us

- Allocation of a Practice Assessor and Practice Supervisors who are fully trained and willing to teach you.
- To be welcomed and supported.
- To be orientated to the clinical environment.
- To have supernumerary status, you are not counted in the staff numbers and able to access learning opportunities that may arise.
- To gain an understanding of the role of the Registered Midwife.
- To undertake all aspects of midwifery care

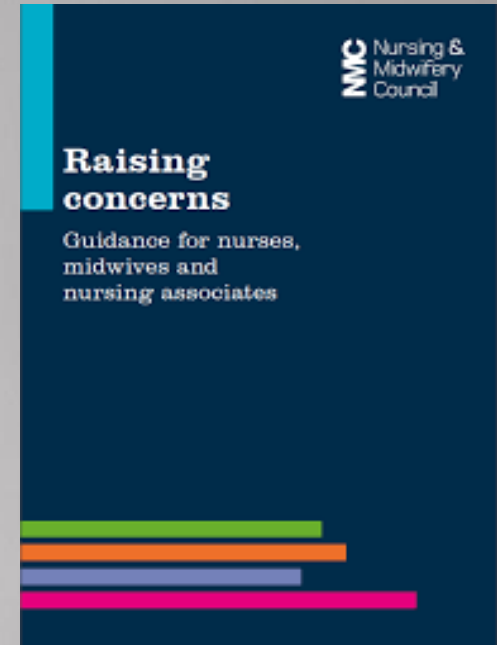
Midwifery Practice Assessment Document

- As an adult learner it is your responsibility to make sure your Midwifery Practice Assessment Document (M-PAD) is completed appropriately.
- Please be mindful of submission dates and organise meetings with your Practice Supervisors and Assessor prior to get everything achieved.
- Please make sure you get your clinical hours verified by a qualified member of staff.
- Please be aware the M-PAD needs to be completed continuously, please refer to M-PAD roadmap for specific requirements for each placement.

Raising Concerns

It is vitally important that any concerns you have are raised immediately and to the appropriate people. You have a professional duty to maintain and uphold public safety.

- Please speak to the clinical environment first i.e. Practice Supervisor, Practice Assessor or Ward Manager if possible.
- Contact the Practice Facilitator team to discuss your concerns.
- Raise any concerns to the University through the Raising Concerns reporting procedure. You can speak to your Academic Assessor or Personal Tutor for more information regarding this.
- You can find information on raising concerns on the NMC and RCN Website.



Student Connect

Cardiff.ac.uk/study/student-life

studentconnect@Cardiff.ac.uk

Health and Wellbeing

Student Intervention Team (crisis)
Mental Health Advisors
Counselling Service
Disability Support Service
Trans Support Service
Occupational Health
Mental Health Liaison Service
Wellbeing Champion Peer Support

Student Life

Student Mentors
Academic Study Skills Tutors
Study Skills Classes
Organisation & Time Management Skills
Student Champions & Representatives
Estranged Students (those without parent contact)
Student Carers

Finance

Financial Assistance Programme
Visa Support
Bursaries and Scholarships
Student Funding & Advice
Residence Life Team
Jobshop
Student Parents Support

COVID 19 Vaccine

If you have not yet received the vaccine or the booster injection and would like to have this please discuss this with the Ward Manager of the Placement Area who will arrange this for you.

You can also contact the

Mass Vaccination Centre on

02921 841234



COVID 19 Guidance

- It is really important that you ensure you wear the appropriate Personal Protective Equipment (PPE) while on clinical placement. Staff will advise you on current guidance when you arrive to placement
- Handwashing is vital, please ensure you always follow the seven steps to handwashing.
- There is no longer a requirement for asymptomatic staff members to participate in regular Lateral Flow Testing
- If you have any COVID symptoms i.e. new continuous cough, high temperature or loss of taste and smell. You **must not** come into placement. Isolate at home and contact the maternity unit manager on delivery suite (02920742686) A PCR will be organised for you.
- If positive be follow guidance given inform your PT and email HCAREStudentAbsence@cardiff.ac.uk

Maternity UHW

- Head of Midwifery (HoM): Abigail Holmes
- Deputy HoM: Lois Mortimer
- Senior Midwifery Team: Sarah Davies/ Helen Lawrence/ Donna James
- Delivery Suite Manager: Chloe Hales
- Midwifery Led Unit Manager: Elizabeth Sheppard
- First Floor Manager: Rebecca Clee
- Obstetric Assessment Unit Manager: Amanda Reach
- Antenatal Clinic Manager: Elizabeth Cleavelly
- Community Team Managers: Collette Sanders, Kath Fischer-Jenkins, Hannah Williams
- Consultant Midwives: Judith Cutter & Sarah James

Shift Patterns

Maternity Shift Patterns

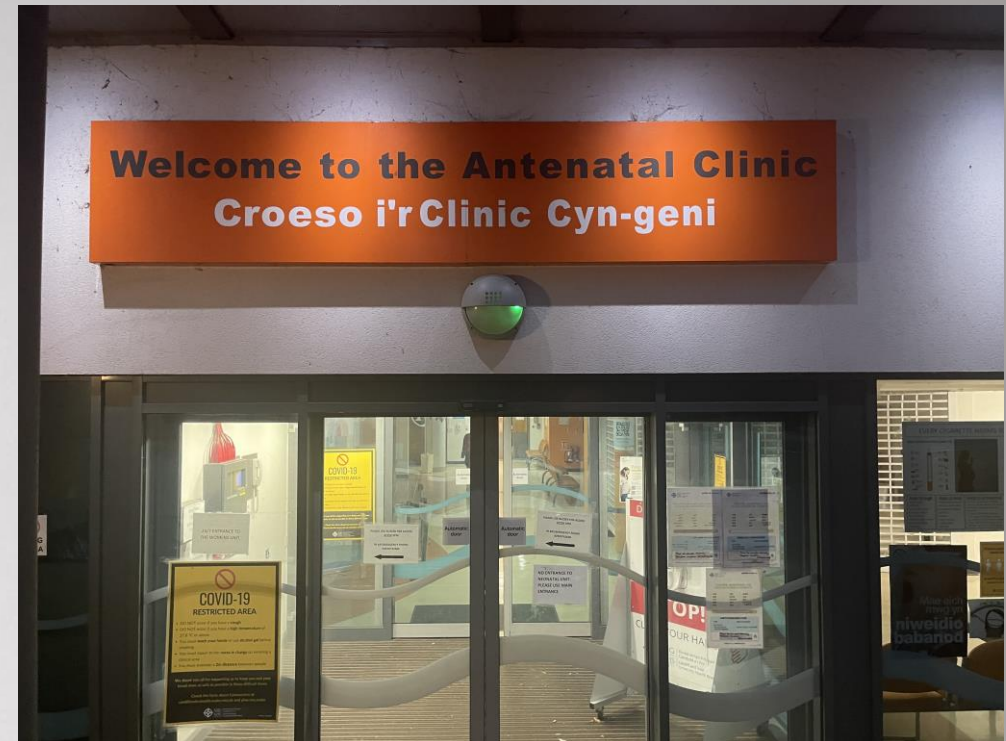
- Early 07:00-15:00
- Late 13:30-21:30
- Day 07:00-19:30
- Night- N1 19:00-07:30
N2 21:30-07:20
- The shift pattern for Antenatal Clinic is Monday – Friday 0800 – 1800 (4 x shifts per week).

Each area will have designated staff rooms and kitchen facilities. There is a small Café in ANC during weekday clinic hours. There is a hospital canteen in A block and shop facilities in concourse, approx. 10 minute walk from maternity

Antenatal Clinic UHW & UHL

ANC UHW includes clinics and areas that specialise in individual aspects of midwifery

- Dating/ NT Scan
- GTT clinic.
- Blood room.
- BMI clinic
- Cardiac Clinic
- Anti D Clinic
- Midwifery scan list managing pregnancies including small for dates, large for dates, presentation USS mlc smokers/Placental site/Low Papp A
- Fetal Medicine Unit (3rd Year students only)
- Day Assessment Unit
- Antenatal screening Midwife Cath Reen.



Consultant Led clinics include

- Cardiac clinic – Mrs C Francis.
- Multiple pregnancy clinic – Mrs C Francis / Dr A Robb
- Pre term Clinic- Dr A Robb / Dr A Vandeperre
- Epilepsy clinic – Mrs P Amin.
- Medical clinics (haematology, diabetic, thyroid, blood born viruses) – Mrs C Connor, Dr H Cole
- Specialised clinics (IUD, 3rd degree tears) – Mrs A Darbhamulla
-FGM –Dr S Zahar
- General clinic- Dr A Vandeperre
- Rheumatology Clinic Dr R Halabi
- **UHL**- Rainbow Clinic- Dr A Robb/ Dr M Latibeaudiere
- PN Mental Health Clinic –
- Low lying Placenta – Dr A Denereaz



Obstetric Assessment Unit (OAU)

- The OAU provides consultant led care during the antenatal and postnatal periods. The unit has both facilities for inpatient stay and emergency triage.
- The ward includes
- A 4 bedded inpatient bay and one single inpatient room. There is a separate double room (with en-suite, kitchen and living area) known as the tear drop suite. This suite is used to care for families that may have had a poor outcome with their pregnancies.
- 4 triage/ assessment rooms.



First Floor

The First Floor ward includes

- West- Transitional Care – This includes 3 double rooms, 1 side room and 11 single beds within three bays.
- East- Post natal ward – there are 8 single beds within 2 four bedded bays and 9 additional single rooms.
- North- Induction of Labour- 9 Beds for women requiring IOL
 - Offices for research team, Seren BF support team and Donna James (Senior Digital Midwife)



Delivery suite

- Delivery suite provides consultant led midwifery care during the antenatal, intrapartum and postnatal periods. Staff provide all aspects of intrapartum care during labour, supporting women and their birth partners during spontaneous vaginal deliveries, instrumental vaginal deliveries and Caesarean sections- both emergency and elective.
- High dependency antenatal/ labour care
- 12 delivery rooms including 1 pool room.
- Skills suite



T2 recovery

- High dependency care
- Recovery area- 6 recovery/ HDU beds
2 additional antenatal/recovery/
HDU bays (3-4 beds per bay)
- 2 operating theatres on Delivery Suite. 1
operating theatre on T2
- Close and easy access to the Neonatal
Unit



Midwifery Led Unit

- The Midwifery Led Unit provides low risk midwifery care during the antenatal, intrapartum and postnatal periods.
- 4 delivery rooms- all including a birthing pool and other birthing aides
- 4 postnatal rooms including 3 double rooms and one twin room. Partners are able to stay to support for their partners.



Community Teams

- Our community teams are divided between the East and West areas of Cardiff and The Vale of Glamorgan.
- The care provided by Midwives and Maternity Care Assistants (MCA) on community includes
 - Home visits for antenatal and postnatal care
 - Antenatal clinics within the GP surgeries
 - Booking clinics within GP surgeries
 - Preparation for parenthood classes and breastfeeding workshops
 - Breastfeeding support at home

Lead midwives are

- East team – Collette sanders 02920 746293
- West team – Hannah Williams 02920 745990
- Vale team – Kath Fischer Jenkins 02921 824231

ELAN Team

- We also have a specialist group of midwives within the ELAN team. ELAN midwives care for women who require additional social support. ELAN care for the most vulnerable who require greater social input into their care. The criteria for ELAN include substance misuse, children services involvement, teenagers, learning disabilities, mental health conditions, homeless and domestic abuse. The ELAN team work closely with children services, police, probation and other allied services.
- Elan Team Lead Emma Hillman 02921 847027/ 07817170121
- Perinatal Mental Health Midwife Rebecca Marsh 07817 170032
- Safeguarding Midwife Alice Fairman
- Asylum Seeker/FGM midwife Wendy Ansell

Full placements are not available within the ELAN team but opportunities to have a short allocation with them can be arranged through your PS during your community placement.

Flying Start is a Welsh Government initiative that aims to make a decisive difference to the lives of children in the most disadvantaged communities. (Welsh Government 2014). Our Flying start midwives are Rachel Gibbs and Ruth Braine who are located in the Vale.

Orientation	Date and signature	Comments
<p><u>Emergency Procedures</u></p> <ul style="list-style-type: none"> ▪ Fire safety procedures ▪ Fire alarm ▪ Fire escapes ▪ Emergency numbers ▪ Emergency buzzers ▪ Adult/ neonatal resuscitation ▪ Daily check of resuscitaire ▪ Suction/ Oxygen 		
<p><u>Orientation to the ward</u></p> <ul style="list-style-type: none"> ▪ Rest room/ kitchen ▪ Toilets ▪ Sluice ▪ Equipment Store ▪ Office ▪ Storage of milk/ expressing Equipment ▪ Emergency equipment 		
<p><u>Induction</u></p> <ul style="list-style-type: none"> ▪ Identification of Staff ▪ Contact details for area/ PS ▪ Specialist information for area 		
<p>Breastfeeding policy</p>		
<p>Clinical portal/ policies and guidelines</p>		
<p>E3 Euroking – computer database to input patients demographics</p>		
<p>Infection control policy</p>		
<p>Bleep system</p>		

Maternity Unit Telephone Numbers

- ANC 02920745265
- OAU 02920 744658/ 742635
- First Floor Antenatal/ Postnatal wards 02920743343
- Community Office : 02920745030
- Delivery Suite: 02920742686/02920742679
- MLU: 02920745196

Helpful Phone Numbers

- **2222** Emergency situation i.e. cardiac arrest, phone 2222 and provide switchboard with the details for the resuscitation team to arrive.
- **3333** Emergency situation i.e. fire or security. Again phone 3333 and provide switchboard with the details.
- **999** Emergency number if working in the community and community hospitals.
- **100** The Health Boards switchboard.
- **To bleep a member of staff** – Phone 181, enter the bleep number required and then the extension of the phone number you are using following a #.
- To contact UHW or UHL dial **02921 8** and then the extension you require most UHW extensions begin with a **4**, most of UHL begin with a **2**.

Transport & Parking UHW site

Travel information for University Hospital of Wales (UHW)

Heath Park Way, Cardiff CF14 4XW

All the public transport information you need to know for travelling in and around University of Wales hospital.

[Plan my journey](#)

[View map](#)

Our Park and Ride service is free for staff, patients and visitors to University Hospital of Wales (UHW).

The bus runs from Pentwyn, just off the A48(M) at CF23 8HH to UHW.

The service runs Monday to Friday, with buses every 20 minutes and the journey time to UHW is around 6 minutes.

The first bus leaves Pentwyn at 6.30am and the last bus leaves University Hospital of Wales at 9pm.

[For the full timetable click here.](#)

We also run a free shuttle bus service between University Hospital of Wales and University Hospital Llandough for our patients, staff and visitors that runs several times a day, Monday to Friday.

[View the shuttle bus timetable here.](#)

Heath Park Main Car Park

Postcode: CF14 4EP

Opening hours: 5am - 10pm

Charging Hours: Mon to Fri 0600 - 1800

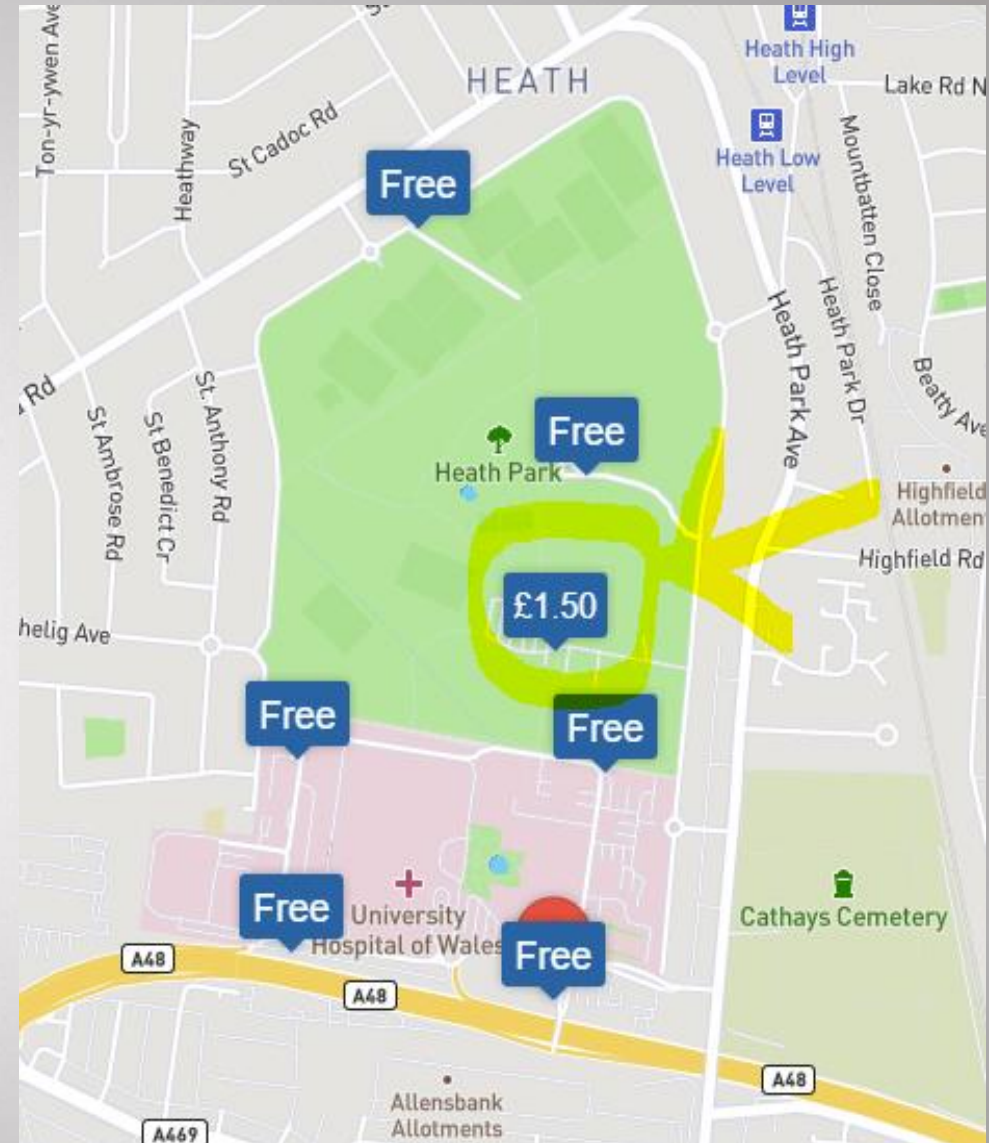
Number of spaces: 236

Tariffs (up to):

Duration	Fee
Up to 1 hours	Free – must obtain free ticket
Up to 3 hours	£1.50
More than 3 hours	£4

MiPermit cashless parking: Yes (ref. 753009)

Blue badge parking: Yes. See regulatory signs for further information.



Practice Facilitator Team

- The role of the Practice Facilitator is to support the clinical staff supporting you as student midwives. We are here to ensure the placement is a safe environment for you to learn.

Lead Midwifery Practice Facilitator

Kate Shinkwin

kate.shinkwin@wales.nhs.uk

02920 742734

Learning Practice Nurse Lead

Venetia Yarr

Venetia.Yarr@wales.nhs.uk

02921 826366

Lead Nurse Practice Facilitator

Lisa Frew

Lisa.Frew@wales.nhs.uk

02921 842717

Finally...

Good Luck!

I hope that you really enjoy placement and immerse yourself in the learning opportunities that are available to you.

If you have any concerns or issues do not hesitate to contact me

