Introduction for Temporary Staffing to the Hospitals and Wards within Lancashire Care NHS Trust
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Introduction to the Temporary Staffing:

The Temporary Staffing fills shifts for Lancashire Care on various wards throughout Lancashire. The Temporary Staffing deals with over 5,000 shifts a month from all the mental health wards throughout Lancashire.

As a Temporary Staffing nurse you must ring the Temporary Staffing office on: 01772 773636 and give your availability on a regular basis. Once you have given your availability the coordinators will ring you once shifts are available. To show for available shifts at different areas you must inform the coordinators of the areas you would like to accept shifts and they will put these in your preferences. To give you an idea of the different wards and their requirements, we have created an introduction to the wards which can be found on page 4 of this booklet. Shifts are available for the following times:

All Wards (except Guild Lodge & Crisis Teams)

- Long day: 07:30 – 19:45
- Early: 07:30 – 13:30
- Late 13:30 – 19:45 *Please note that earlies/lates are only available if long days cannot be filled
- Twilight: Vary for each ward
- Night: 19:15 – 07:45

Guild Lodge

- Early: 06:50 – 13:20
- Late: 13:20 – 19:05
- Long Day: 06:50 – 19:05
- Twilight: 18:50 – 22:50
- Night: 18:50 – 07:05
Introduction to the Wards

Blackburn:
Blackburn has Adult Acute wards and also Elderly wards which are all situated within:

Royal Blackburn Hospital,
Hillview Building,
Haslingden Rd,
Blackburn,
BB2 3HH

The Adult wards have an age range of 18-65 year old patients and the wards within Blackburn Hospital are:

Calder Ward – Patients:
Calder ward is a 6 bed male PICU (psychiatric intensive care unit) with patients who have been detained under the Mental Health Act and require more safely managed care than the adult acute wards can provide. The ward caters for patients who have challenging behavioural problems and also aggression problems and some of the patients are from prison.

Ward Layout:
The ward has a ‘locked door policy’ which means that all the entrances and exits on the ward are secure. The ward has 6 beds and also a seclusion area and extra care facilities along with a kitchen facility that can be utilised by staff.

Staff Requirements:
Calder prefers to have male staff on their ward and also staff who are experienced and control & restraint trained. The ward will accept female staff if no males are available and also staff who are not control & restraint trained if there are none available. We will only put staff onto a PICU once they have completed a dozen shifts for the Temporary Staffing.

Darwen Ward – Patients:
Darwen ward is a 17 bed inpatient male acute ward with patients who suffer from schizophrenia, depression, bipolar disorder and personality depression. Some of the patients have been detained under the Mental Health Act.

Ward Layout:
The ward has 17 beds, an isolation area, patient visiting area and also a kitchen that can be utilised by staff.
**Staff Requirements:**
Darwen require that all staff that work on the ward be control & restraint trained but will accept untrained staff if none are available.

**Hyndburn Ward – Patients:**
Hyndburn ward is a busy 20 bed female adult acute ward. They have patients on the ward that are aged from 16 – 65 years and do accept minors aged 16 – 19, for these patients age appropriate care is provided. The ward treats patients who cannot be treated in the community and require to be assessed / treated in a medical environment instead. The ward recognises that female patients have certain children and family issues and focus on these to help recovery.

**Ward Layout:**
The ward has 20 beds, an isolation area, visiting areas and also a kitchen that staff can utilise. The ward aims to provide a safe and therapeutic environment for their service users.

**Staff Requirements:**
Hyndburn require that all staff be control & restraint trained.

**Ribble Ward – Patients:**
Ribble ward is a 17 bed male adult acute ward. They treat a range of patients with various problems from depression to schizophrenia. The ward is always busy and has a high number of admissions and operates a ‘locked door policy’. The ward also has the majority of patients on level 2 or 3 observations.

**Ward Layout:**
The ward has 17 beds, visiting areas and also a kitchen that staff can utilise.

**Staff Requirements:**
Ribble require that all staff be control & restraint trained and skilled in the art of de-escalation.

The Older Adult wards have an age range of patients over 65 years and the wards within Blackburn are:

**L2 Ward – Patients:**
L2 is an organic 10 bed mixed sex acute assessment ward for people aged over 65, who suffer from mental health problems such as dementia. The ward treats and assesses patients from A & E, general hospital wards, residential and nursing homes and peoples own homes. The ward encourages compassionate and person centred care helping patients with day to day activities such as; bathing, washing, dressing and proving a homely environment. The ward also supports L3 when required so staff will be expected to support situations there as well. The ward has patients that are on levels at all times.
Ward Layout:
The ward has 10 beds, isolation area, visiting area and also a kitchen that staff can utilise.

Staff Requirements:
L2 require staff to be experienced in assessing risk situations and be able to deal with both physical and verbal aggression. Control & Restraint trained staff is preferred but will accept untrained staff.

L3 Ward – Patients:
L3 is a functional 18 bed mixed sex ward for people aged over 65, who suffer from mental health problems such as schizophrenia, depression and bi-polar. However in some cases patients may have a dual diagnosis which includes dementia. The ward treats and assesses patients from A & E, general hospital wards, residential and nursing homes and people’s own homes. The ward encourages compassionate and person centred care helping patients with day to day activities such as; bathing, washing, dressing and proving a homely environment. The ward also supports L2 when required so staff will be expected to support situations there as well. The ward has patients that are on levels at all times.

Ward Layout:
The ward has 18 beds, isolation area, visiting area and also a kitchen that staff can utilise.

Staff Requirements:
L3 require staff to be experienced in assessing risk situations and be able to deal with both physical and verbal aggression. Control & Restraint trained staff is preferred but will accept untrained staff.

Blackpool:
Blackpool has four adult acute wards and a PICU ward which are all situated within:
Parkwood Hospital,
Blackpool Victoria Hospital,
East Park Dr,
Blackpool,
FY3 8PW

The Adult wards have an age range of 18-65 year old patients and the wards within Blackpool Hospital are:

Balmoral Ward – Patients
Balmoral ward is a busy 22 bed female adult acute ward with patients aged from 18-65 years old. The patients on the ward suffer from a number of illnesses including; depression, mood disorder, psychosis and drink dependency. The ward works closely with A & E and crisis teams to ensure a safe discharge. The patients can be violent & attempt to self harm on occasions so level observations are required. Patients can also have leave from the unit
Ward Layout:
The ward has 22 beds, isolation area, visiting area and also a kitchen that staff can utilise.

Staff Requirements:
The ward will accept control & restraint trained and untrained staff.

Bowland Unit – Patients
The Bowland Unit is a 6 bed mixed sex PICU (psychiatric intensive care unit) with patients who have been detained under the Mental Health Act and is a low secure unit which assists patients at the most acute stages of their illness to help patients return to acute wards.

Ward Layout:
The ward has 6 beds, isolation area, visiting area and also a kitchen that staff can utilise.

Staff Requirements:
The unit requires staff to be highly motivated and supportive. Staff are preferable to have control and restraint training but will accept staff that are not control & restraint trained. We will only put staff onto a PICU once they have completed a dozen shifts for the Nurse Bank.

Stirling Ward – Patients
Stirling ward is a busy 22 bed female adult acute ward with patients aged from 18-65 years old. The patients on the ward suffer from a number of illnesses including: depression, mood disorder, psychosis and drink dependency. The ward works closely with A & E and crisis teams to ensure a safe discharge. The patients can be violent & attempt to self harm on occasions so level observations are required. Patients can also have leave from the unit

Ward Layout:
The ward has 22 beds, isolation area, visiting area and also a kitchen that staff can utilise.

Staff Requirements:
The ward will accept control & restraint trained and untrained staff.

Warwick Ward – Patients
Warwick Ward is a 22 bed male acute admission ward with patients aged from 18-65 years old. The patients on the ward are either detained under the mental health act or there voluntary. The ward works closely with A & E and crisis teams to ensure a safe discharge. The patients can be violent & attempt to self harm on occasions so level observations are required. Patients can also have leave from the unit
**Ward Layout:**
The ward has 22 beds, isolation area, visiting area and also a kitchen that staff can utilise.

**Staff Requirements:**
The ward would prefer control & restraint trained staff but will accept untrained staff.

**Burnley:**
Burnley has a male and female adult acute ward a PICU ward and also two older adult wards which are all situated within:

Burnley General Hospital,
Victoria Wing,
Caserton Avenue,
Burnley,
BB10 2PQ

The Adult wards have an age range of 18-65 year old patients and the wards within Burnley Hospital are:

**Ward 18 - Patients:**
Ward 18 is a 22 bed male adult acute admissions ward. The ward has patients who have either been detained under the mental health act or are there voluntary to receive treatment. Often patients on ward 18 are in the acute phase of an illness and can sometimes be verbally or physically aggressive. Patients are encouraged to take part in designated activities and staffs on the ward are expected to assist with these. Ward 18 also has patients that are on level observations.

**Ward Layout:**
The ward has 22 beds, isolation area, visiting area and also a kitchen that staff can utilise. The ward has a ‘locked door policy’ which means that all the entrances and exits on the ward are secure.

**Staff Requirements:**
Ward 18 mainly require staff that are male but does accept female members of staff. The ward prefers control & restraint trained staff but will accept untrained staff. The ward may also require staff to move onto another ward or escort a patient to a medical ward whilst on shift and this must be adhered to too meet the needs of the service.

**Ward 20 – Patients**
Ward 20 is a 21 bed female adult acute ward. The ward has patients who have either been detained under the mental health act or are there voluntary to receive treatment. Patients are encouraged to take part in designated activities and staffs on the ward are expected to assist with these. Ward 20 also has patients that are on level observations.
Ward Layout:
The ward has 21 beds, isolation area, visiting area and also a kitchen that staff can utilise. The ward has a ‘locked door policy’ which means that all the entrances and exits on the ward are secure.

Staff Requirements:
Ward 20 require staff that are control & restraint trained.

PICU – Patients
PICU is a 6 bed female PICU (psychiatric intensive care unit) with patients who were previously on acute wards but need to be looked after in a more secure setting. The ward caters for patients who have challenging behavioural problems and also aggression problems and some of the patients are from prison. All the patients on the ward have been detained under the mental health act.

Ward Layout:
The ward has 6 beds, isolation area, extra care areas and also a kitchen that staff can utilise. The ward has a ‘locked door policy’ which means that all the entrances and exits on the ward are secure.

Staff Requirements:
PICU prefers to have staff who are experienced and control & restraint trained. The ward will accept staff that are not control & restraint trained if there are none available. We will only put staff onto a PICU once they have completed a dozen shifts for the Nurse Bank.

The Older Adult wards have an age range of over 65 year old patients and the wards within Burnley Hospital are:

Ward 19 – Patients
Ward 19 is a 15 bed older adult acute ward mixed sex ward. The patients have cognitive impairment and require help with activities of daily living.

Ward Layout:
The ward has 15 beds, a lounge, extra care areas and also a kitchen that staff can utilise.

Staff Requirements:
Ward 19 requires staff that are able to assist in activities of daily living and that have enthusiasm towards caring for elderly patients.

Ward 22 – Patients
Ward 22 is an 18 bed older adult functional mixed sex ward. The patients suffer from illnesses such as depression and bi-polar. However in some cases patients may have a dual diagnosis which includes dementia. Many patients on the ward require help with daily living activities.
Ward Layout:
The ward has 18 beds, a lounge, extra care areas and also a kitchen that staff can utilise.

Staff Requirements:
Ward 22 requires staffs that have good basic communication skills and enthusiasm towards caring for elderly patients.

Chorley
Chorley has male and female adult acute wards and also a PICU ward all of which are situated at:

Chorley & South Ribble General Hospital,
Preston Rd,
Chorley,
Lancashire,
PR7 1PP

The Adult wards have an age range of 18-65 year old patients and the wards within Chorley Hospital are:

Charnock Ward – Patients
Charnock ward is a 5 bed male PICU (psychiatric intensive care unit) with patients who have been detained under the Mental Health Act and require more safely managed care than the adult acute wards can provide. The ward caters for patients who have challenging behavioural problems and also aggression problems and some of the patients are from prison.

Ward Layout:
The ward has a ‘locked door policy’ which means that all the entrances and exits on the ward are secure. The ward has 5 beds a seclusion suite, treatment room, staff office and 2 rooms suitable for patient visits / staff meetings along with a kitchen facility that can be utilised by staff.

Staff Requirements:
Charnock would prefer to have staff that are control & restraint trained but if none are available will accept untrained staff. All staff must carry a personal alarm and strap key whilst on shift and these are given to staff by the sas nurse on duty, at the end of your shift you are required to hand the alarms and key strap back to the sas nurse. We will only put staff onto a PICU once they have completed a dozen shifts for the Temporary Staffing.

Healey Ward – Patients
Healey ward is a busy 18 bed male adult acute ward. They have patients on the ward aged from 18-65 years. They treat a range of patients with various problems from depression to schizophrenia.

Ward Layout:
The ward has 18 beds split between single rooms and dormitories, there are also lounges and communal areas in the ward but there are communal areas and dining rooms that are shared between the wards, meaning there are
mixed sex rooms on the wards. The ward also has a kitchen area that can be utilised by staff.

**Staff Requirements:**
Healey ward generally prefer male members of staff but will accept female members of staff.

**Yarrow Ward – Patients**
Yarrow ward is a busy 17 bed female adult acute ward. They have patients on the ward aged from 18-65 years. They treat a range of patients with various problems from depression to schizophrenia.

**Ward Layout:**
The ward has 17 beds split between single rooms and dormitories, there are also lounges and communal areas in the ward but there are communal areas and dining rooms that are shared between the wards, meaning there are mixed sex rooms on the wards. The ward also has a kitchen area that can be utilised by staff.

**Staff Requirements:**
Yarrow ward generally prefer female members of staff but will accept male members of staff.

**Guild Lodge**
Guild Lodge has seven male adult acute wards, two female adult acute wards and two rehab suites which are all situated within:

Guild Lodge,
Whittingham Lane,
Whittingham,
Goosnargh,
Preston,
PR3 2JH

The wards within Guild Lodge are:

**Bleasdale – Patients**
Bleasdale is an 8 bed male, long stay, slow-stream rehab unit within the medium secure perimeter at Guild, The patients are generally quite settled and incidents are quite rare.

**Ward Layout:**
The ward has 8 beds, meeting area and a kitchen that can be utilised by staff.

**Staff Requirements:**
The ward requires that staff have some experience of working at Guild before so that they are aware of security measures but will take staff for the first time. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.
Calder – Patients
Calder ward is a 6 bed male medium security unit with patients aged between 18 – 65 years. All the patients on Calder have been detained under the mental health act and have been admitted to the ward as they require more secure treatment. Most of the patients present a risk to others and can often have threatening, intimidating or abusive behaviour to others and have a history of non-compliance with treatment in an existing care facility. The ward also has patients that have been detained under the mental health act by the courts.

Ward Layout:
Calder ward is made up of several communal areas including a TV lounge, quiet room, dining and recreational area. There is a kitchen that can be utilised by staff, a laundry room, two bathrooms, separate toilet facilities and a seclusion area. There are also 6 bedrooms on the ward and a large garden area.

Staff Requirements:
Calder requires staff to help patients with daily living actives and interact with patients in therapeutic activities. Calder prefer to have male members of staff who are control & restraint trained but will accept female untrained staff, but all staff need to be experienced with working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Dutton Ward – Patients
Dutton is a new male 15 bed low secure unit which is based outside the perimeter fence at Guild. The patients on the ward are referred from PICU’s, prison services, out of area treatments as well as secure services. The ward looks after patients with severe and high dependency mental health issues and can be on the ward for up to two years.

Ward Layout:
The ward has 15 beds, a seclusion area, treatment room, toilet and bathroom facilities and also a kitchen that can be utilised by staff.

Staff Requirements:
Dutton require staff to be able to assist patients with daily living activities and also interact with patients in therapeutic activities. Dutton will accept female or male staff and control and restraint trained staff are an advantage but the ward will accept untrained staff. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Elmridge Ward – Patients
Elmridge is an 8 bed female adult ward with patients that have complex mental health illnesses such as psychosis / schizophrenia. Many of the ward patients reside on the ward for a long period of time and tend to stay on the ward from the start of admission right through to rehabilitation. The ward
tends to be a settled ward but there can be instances of violence or aggression from patients.

**Ward Layout:**
The ward has 8 beds, a seclusion area, treatment room, toilet and bathroom facilities and also a kitchen that can be utilised by staff.

**Staff Requirements:**
Elmridge predominately require female staff but will accept male staffs if no females are available. Elmridge prefer to have staff that have worked there before or willing to return to the ward to keep up relationships with patients. The ward would like members of staff to have a positive attitude and good communication skills and that are able to form supportive relationships with patients. The ward is happy to accept staff without control & restraint training.

**Fairoak – Patients**
Fairoak is an 18 bed low security male ward with patients ageing from 18 – 65 years old. The ward offers patients rehabilitation and pre-discharge planning and care to less secure and dependant settings. Patients are often in the last stages of rehabilitation and are getting ready to be released into community placements.

**Ward Layout:**
The ward has 18 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients.

**Staff Requirements:**
Fairoak prefer to have male members of staff who are control & restraint trained but will accept female untrained staff, but all staff need to be experienced with working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

**Fairsnape – Patients**
Fairsnape is an 8 bed male acute assessment and admission ward within the medium security perimeter fence. The patients often have severe or enduring mental health illnesses and have often relapsed and require extra secure care.

**Ward Layout:**
The ward has 8 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients.

**Staff Requirements:**
Fairsnape prefer to have male members of staff who are control & restraint trained but will accept female untrained staff, but all staff need to be
experienced with working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Greenside - Patients
Greenside is a 12 bed male medium secure admission / assessment unit within the secure perimeter fence at Guild. All Greenside patients are detained under the Civil or Criminal Section and often present challenging behaviour.

Ward Layout:
The ward has 12 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients.

Staff Requirements:
Greenside prefer male members of staff that are control and restraint trained especially for the night shift, but will accept female control and restraint trained staff for the day shift. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Langden Ward – Patients
Langden is a 15 bed male low secure ward with patients that require a slower rehabilitation programme of 3 years + and have complex needs and who are difficult to engage. The ward offers patients access to various therapeutic and social actives and aims to re-integrate service users to local services and areas.

Ward Layout:
The ward has 15 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients. The ward operates a ‘locked door policy’.

Staff Requirements:
Langden will accept any member of staff who has experience of working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Mallowdale Ward – Patients
Mallowdale ward is a 6 bed medium security unit within the secure perimeter. The patients on the ward have a diagnosis or symptoms of acquired brain injury (either through a road traffic accident or for secondary reasons such as alcohol dementia.) The patients are usually on level observations and the ward aims to help patients step down to a less secure ward.
Ward Layout –
The ward has 6 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients.

Staff Requirements –
Mallowdale will accept any staff with experience of working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

Marshaw Ward – Patients
Marshaw ward is an 8 ward medium / low secure for female patients who suffer from attachment and personality disorders. The majority of the patients on the ward have self-injurious behaviours and as a result of this many patients are on level observations.

Ward Layout:
The ward has 8 separate bedrooms, toilet and bathing facilities, extra care rooms, lounges and dining rooms and also a kitchen that can be utilised by staff. The ward tends to be a settled ward but there can be instances of violence or aggression from patients.

Staff Requirements:
Marshaw will accept any staff with experience of working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.

The Cottages – Patients
The cottages are made up of two different units, Gotfield Cottage and Orchard Cottage. Gotfield cottage is a four bed female high dependency, step down service. Orchard Cottage is a four bed mixed sex independent living unit and requires less observation. Patients often require support during times of distress. Patients in the cottages are beginning to be re-integrated to the community. The cottages are based outside the secure perimeter fence.

Ward Layout:
The cottages have 4 bedrooms, lounges and dining rooms and also a kitchen that can be utilised by staff.

Staff Requirements:
The cottages mostly require female members of staff but will accept male members of staff. The ward requires staff that are able to assist patients with daily living activities and that have experience of working at Guild Lodge. We will only offer you shift’s at Guild Lodge once you have completed a dozen shifts unless you have worked in mental health / secure services before.
The Hermitage –
The Hermitage is a 10 bed unit outside the perimeter fence in the grounds of the former Whittingham Hospital. The unit is a low risk environment that focuses on rehabilitation. The Hermitage usually covers shifts with their own workers.

Lancaster
Lancaster has a general adult ward, a community unit and a CAMHS unit which are all situated within:

Ridge Lea Hospital,
Quernmore Road,
Lancaster,
LA1 3JR

The Adult wards have an age range of 18-65 year old patients and the wards within Lancaster Hospital are:

Daisy Bank – Patients
Daisy bank is a 9 bed mixed sex open rehabilitation unit. Patients on the unit suffer from severe and enduring mental health problems and due to this level observations can be required.

Ward Layout:
The ward has 9 bedrooms, lounges and dining rooms and also a kitchen that can be utilised by staff.

Staff Requirements:
Daisy Bank requires all staff to have training in basic life support and also break away techniques. The ward also requires staff to assist patients with daily living activities.

Halton Unit – Patients
The Halton Unit is a 16 bed mixed sex adult acute ward with patients aging from 18 – 65 years. The patients suffer from a number of different mental health illnesses such as depression and mood disorders. All patients are admitted to the ward because they cannot be managed safely within the community.

Ward Layout:
The ward has 16 bedrooms, lounges and dining rooms, separate gender specific bathrooms and also a kitchen that can be utilised by staff.

Staff Requirements:
The Halton Unit will accept any member of staff that can assist patients with daily living activities but prefer to have control and restraint trained staff.
**The Junction – Patients**
The Junction is a tier 4 inpatient service for young people, aged 12-16 years old who are experiencing acute mental health problems. The unit is an 8 bed mix sex ward which offers specialised care to youngsters experiencing severe mental health problems.

**Ward Layout:**
The Junction is a large purposed built unit within its own grounds and is located at a different site than Ridge Lea Hospital (address below). The Junction has eight bedrooms with a fully equipped classroom, care room, lounge, garden area and inclusion area.
The Address for The Junction is:
Piccadilly,
Ashford Rd,
Lancaster,
LA1 4PW

**Staff Requirements:**
The Junction requires staffs that have worked at The Junction before or who have experience of working within a CAMHS environment.

**Lytham**
Lytham has two older adult wards which are all situated within:

Lytham Hospital,
Warton St,
Lytham St.Annes,
Lancashire,
FY8 5EE

The Older Adult wards have an age range of patients over 65 years and the wards within Lytham Hospital are

**Ansdell Ward – Patients**
Ansdell Ward is a 20 bed mixed gender assessment ward for people over the age of 65 years who suffer from functional mental illnesses such as depression, bi-polar, anxiety state, alcohol abuse and schizophrenia. Some patients admitted to the ward are in the early stages of assessment and could have an illness such as dementia. The ward has very little instances of violence or aggression.

**Ward Layout:**
The ward has 20 bedrooms, lounges and dining rooms, separate gender specific bathrooms and also a kitchen that can be utilised by staff.

**Staff Requirements:**
Ansdell require staff that are comfortable working on an older adults ward and assisting patients with daily living activities. Staff with control and restraint training would be preferable, but will accept untrained staff.
**Talbot Ward – Patients**
Talbot ward is a 20 bed mixed sex locked organic assessment ward for people aged over 65, who suffer from mental health problems such as dementia. The ward treats and assesses patients from A & E, general hospital wards, residential and nursing homes and peoples own homes. The ward encourages compassionate and person centred care helping patients with day to day activities such as; bathing, washing, dressing and proving a homely environment. The ward has patients that are on levels at all times.

**Ward Layout:**
The ward has 20 bedrooms, lounges and dining rooms, separate gender specific bathrooms and also a kitchen that can be utilised by staff.

**Staff Requirements:**
Talbot Ward requires staff to have a passion for working with older patients. The ward sometimes requires control and restraint trained staff.

**Morecambe**
Morecambe has one older adult ward which is all situated within:

- Altham Meadows
- Bartholemew Drive
- Morecambe Bay PCT
- LA4 4RR

The Older Adult ward has an age range patients over 65 years and the ward within Morecambe Hospital is:

- Altham Meadows – Patients
  Altham Meadows is a busy 20 bed older adult functional mixed sex ward for patients aged over 65 years. Altham Meadow’s patients suffer from functional illnesses such as dementia. Patients require help with daily living activities.

**Ward Layout:**
The ward has 20 bedrooms, lounges and dining rooms, separate gender specific bathrooms and also a kitchen that can be utilised by staff.

**Staff Requirements:**
Altham Meadows requires staff to be moving and handling and also control and restraint trained. The ward also requires staff to have a passion for working with older patients.

**Ormskirk**
Ormskirk has one older adult ward, an adult acute ward and a PICU. All of which are situated within:
- Ormskirk General Hospital,
- Wigan Rd,
- Ormskirk,
- L392AZ
The Adult wards have an age range of 18-65 year old patients and the wards within Ormskirk Hospital are:

**Lathom – Patients**
The Lathom Unit is a 4 bed mix sexed PICU (psychiatric intensive care unit) with patients who have been detained under the Mental Health Act and require more safely managed care than the adult acute wards can provide. The ward caters for patients who have challenging behavioural problems and also aggression

**Ward Layout:**
The ward has 4 bedrooms, lounges and dining rooms, separate gender specific bathrooms and also a kitchen that can be utilised by staff.

**Staff Requirements:**
Lathom require staff to take part in a mini induction on their first shift on the ward and will accept male or female members of staff. They require staff to be control & restraint trained in some instances but not all the time.

**Scarisbrick – Patients**
The Scarisbrick centre is a 22 bed mixed sex adult acute ward for patients who have suffered a relapse of their illness. Some patients require increased level observations at some point. Also some patients require help with daily living activities but this is not always.

**Ward Layout:**
The Scarisbrick Centre consists of 11 male beds and 11 female beds. 14 of these are en-suite rooms and 4 of these are double rooms with basic wash facilities. The ward also has gender specific bathroom facilities, lounge area / visiting area, extra care room and a kitchen that can be utilised by staff.

**Staff Requirements:**
Scarisbrick require staff to take part in a mini induction on their first shift on the ward and will accept male or female members of staff. They require staff to be control & restraint trained in some instances but not all the time.

The Older Adult ward has an age range of patients over 65 years and the ward within Ormskirk Hospital is:

**Ward 15 – Patients**
Ward 15 is a 16 bed mixed sex older adult ward that has patients that are both functional and organic. The patients are over the age of 65 and require help with daily living activities.

**Ward Layout:**
The ward has 16 beds, a lounge, gender specific toilets and washing facilities and a kitchen that can be utilised by staff.
**Staff Requirements:**
Ward 15 require staff that are capable of helping elderly patients with daily living actives and are used to working with elderly patients. The ward will sometimes require staff with control and restraint training.

**Preston**
Preston has one male and one female adult acute ward. All of which are situated within:

Royal Preston Hospital,
Sharoe Green Lane,
Fulwood,
Preston,
PR2 9HT

The Adult wards have an age range of 18-65 year old patients and the wards within Preston Hospital are:

**Sycamore Ward – Patients**
Sycamore ward is an 18 bed inpatient adult acute ward with patients aged between 18- 65 years old. The ward deals with functional mental illnesses and there can be instances of violence and aggression on the ward although this is not common.

**Ward Layout:**
The ward has 18 beds, a lounge, toilets and washing facilities, a kitchen that can be utilised by staff and an extra care room for treatment.

**Staff Requirements:**
Sycamore Ward require staff that are male when possible and that are also control and restraint trained but will accept female members of staff if no males are available.

**Willow Ward – Patients**
Willow Ward is an 11 bed unit for females aged between 16 – 65 years old that are deemed a risk to themselves or others have complex needs or challenging behaviours or have been detained under the mental health act. Patients can sometimes be on level observations.

**Ward Layout:**
The ward has 11 beds, a lounge, toilets and washing facilities, a kitchen that can be utilised by staff and an extra care room for treatment.

**Staff Requirements:**
Willow Ward require staff that are female when possible and that are also control and restraint trained but will accept male members of staff if no females are available.
Ribbleton:
Ribbleton has two older adult wards, one functional and one organic. All of which are situated within:

Ribbleton Hospital,
Miller Rd,
Ribbleton,
Preston,
PR2 6LS

The Older Adult wards have an age range of patients over 65 years old and the wards within Ribbleton Hospital are:

Ward One – Patients
Ward one is an organic 16 bed mixed sex acute assessment ward for people aged over 65, who suffer from mental health problems such as dementia. The ward treats and assesses patients from A & E, general hospital wards, residential and nursing homes and peoples own homes. The ward encourages compassionate and person centred care helping patients with day to day activities such as; bathing, washing, dressing and proving a homely environment. The ward has patients that are on levels at all times.

Ward Layout:
The ward has 16 beds, a lounge, toilets and washing facilities, a kitchen that can be utilised by staff and an extra care room for treatment.

Staff Requirements:
Ward One requires staff that are able to assist in activities of daily living and that have enthusiasm towards caring for elderly patients. The Ward occasionally requires control & restraint trained staff.

Ward Two – Patients
Ward Two is a functional 16 bed mixed sex acute assessment ward for people aged over 65, who suffer from mental health problems such as memory impairment. The ward treats and assesses patients from A & E, general hospital wards, residential and nursing homes and peoples own homes. The ward encourages compassionate and person centred care helping patients with day to day activities such as; bathing, washing, dressing and proving a homely environment. The ward has patients that are on levels at all times.

Ward Layout:
The ward has 16 beds, a lounge, toilets and washing facilities, a kitchen that can be utilised by staff and an extra care room for treatment.

Staff Requirements:
Ward Two requires staff that are able to assist in activities of daily living and that have enthusiasm towards caring for elderly patients. The Ward occasionally requires control & restraint trained staff.
Staff Information

Handover / Ward Induction
When you attend a ward for the first time, you must inform the Nurse in charge that this is your first shift on the ward and they will give you an induction. This will include:
- Orientation to the unit environment
- Emergency procedures including fire, personal alarms and medical.
- Operational policies and procedures.
- Shift patterns and absence procedure.
- Assessment process
- Explanation of the SAS role and security measures within the unit.
When you start your shift on the wards there will always be a handover taking place from the staff that are finishing their shift to the staff that are starting their shift. The hand over is to explain any incidents that may have occurred on shift, if any patients are on levels, any new admissions / discharges and also how the patients have been during the last shift. Once the handover is complete the Nurse on duty will then assign all members of staff their duties for the day.

Dress Code:
Staff are expected to wear smart but casual dress with shoes suitable for the workplace, as you are not required to wear a ‘uniform’ when working for the bank. Nevertheless, the following items are not permitted.
- Denim & Revealing Clothing
- Tops with logos (i.e. football tops)
- Jewellery (only a wrist watch, 1 pair of stud earrings and wedding band permitted)
- False / acrylic nails
- Trainers / open toe shoes
- Hooded tops
- Shorts

Contraband Items:
Patients, visitors and staff are not permitted to take the following items onto the ward:
- Razor Blades
- Glass Bottles / Tin cans
- Mobile Phones
- Knives / Scissors
- Glass Mirrors
- Cigarette Lighters / Matches / Lighter fuel
- Pot objects / china / mugs
- Belts / lights
- Aerosol sprays (can be used under supervision)
- Weapons of any description
- Keys
- Chewing gum
- Blue tack
- Carrier bags
- Drugs or medication including paracetamol
- Telephone directories
- Cameras / video cameras
- Electrical equipment

If you have concerns regarding a patient and any contraband items, please report this to the Nurse in charge.

**Smoking Policy:**
Lancashire Care Foundation Trust has a strict no smoking policy. You will find designated smoking areas within the grounds of the hospitals and on allocated breaks you are permitted to have a cigarette within these areas. Whilst on shift you may be asked to escort patients to the ward’s designated smoking area and this will be discussed with you by the Nurse in charge.

**Absence Procedure:**
If you have booked a shift and you are unable to attend you must notify the Nurse Bank office on: 01772 773636 as soon as possible. When you cancel your shift you will be asked by one of the coordinators the reason why you are cancelling the shift. All cancellations and non-attendance of shifts are monitored and recorded by the Temporary Staffing office and if you cancel more than 3 shifts in a 4 week period then you will receive a warning letter about your cancellations and if you continue with cancellations the Temporary Staffing manager will take appropriate action to ensure there are no more cancellations. Please note that you must contact the Temporary Staffing office not the ward to cancel your shift. Shifts cancelled via the ward and not the Temporary Staffing office will be counted as non-attendance of the shift.