Macclesfield District General Hospital

Undergraduate Department

Information Booklet for Medical Students

Year 4 Families & Children Placements
Welcome to Macclesfield District General Hospital

We hope the following information will help to make your placement with us both profitable and enjoyable.

Undergraduate Tutor

Dr. Srivastava is the Undergraduate Tutor and responsible for co-ordinating all undergraduate teaching in the Trust.

Dr. Srivastava will be only too pleased to discuss with you any aspect of your placement here if you so wish and may be contacted through the PGME Team. Any and all feedback from you will be welcomed, be it positive or negative, so please feel free to let us have your views!

If you should find that you have problems of any kind, during your attachment and need to talk to someone, or need help and/or advice please telephone the Undergraduate Administrator on extension (01625 66) 1170, who will contact the Undergraduate Tutor on your behalf.

Post Graduate Medical Education Department     Extension: 1170

The PGME department is open Monday to Friday from 8:30 a.m. The team is situated on the second floor of New Alderley House, next to the Staff Library.

This is where the Undergraduate Administrator is based, and she will be pleased to help with any queries regarding your attachment, or the hospital in general.

The PGME department arrange regular educational activities including weekly speciality tutorials and Wednesday lunchtime guest lectures. Full details of all the PGME activities are publicised on the monthly Diary Card available at New Alderley House.
About the East Cheshire NHS Trust

The East Cheshire NHS Trust was established in 2002. It consists of three hospitals at Macclesfield, Knutsford and Congleton. Macclesfield District General Hospital, was purpose built in the early 1980s replacing a much older traditional infirmary. 1924 saw the birth of Congleton War Memorial Hospital, paid for by public subscription after years of fundraising by local people as a memorial to those who died in the First World War. Knutsford Community Hospital opened its doors in 1996 from refurbished, older buildings.

The trust has a 24-hour Emergency and Trauma Department with inpatient services provided from three sites – Macclesfield, Knutsford and Congleton. The trust also benefits from a state of the art Antenatal Department, Cancer Resource Centre, day surgery facilities and a newly built Rehabilitation Unit. We also provide a number of hospital services in partnership with other local trusts and private providers.

The trust is based at Macclesfield, on the main site of Macclesfield District General Hospital, which has 388 inpatient beds. The two community hospitals, Congleton War Memorial and Knutsford District Community, have 46 beds. The trust has a total of 416 beds. Outpatient services are provided at:

- Macclesfield
- Congleton
- Knutsford
- Handforth Health Centre
- Wilmslow Health Centre
- Leek Moorlands Hospital
- Waters Green Medical Centre (Macclesfield)
- Poynton

Outpatient services work closely with other trusts to share expertise and skills in order to maximise the service offered to patients.
**About Macclesfield District General Hospital**

There are 11 wards as well as an Intensive Care Unit (ICU), Coronary Care Unit (CCU), and Children’s and Maternity Wards.

Ward 1 and 2 are Surgical. The Surgical Assessment Unit, for day cases, can be accessed via Ward 2 (Day Case Unit, which is found in the main corridor opposite Ward 7).

Wards 5 and 6 are Orthopaedic Wards based on the Orthopaedic Unit at the far end of the main hospital (but outlying medical patients are sometimes to be found there).

Wards 3, 4, and 7 are Medical Wards. Ward 3 covers Gastroenterology, Ward 4 holds Respiratory and Ward 7 is Cardiology. The Egerton Unit is the Emergency Floor including the Emergency Admissions Unit, Medical Admissions Unit (Ward 8) and the Short Stay Unit (Ward 9). CCU, a 4-bedded unit, is adjacent to Ward 7, with the ECG Department close by. ICU and the High Dependency Unit (HDU) are located next to the Endoscopy and Treatment Unit (ETU).

The Langley Intermediate Care Unit (Ward 10) is the Rehabilitation Medical Ward and Ward 11 is the domain of the Acute Stroke Unit and Stroke Rehabilitation. They offer an excellent intermediate step for the care of the chronically ill/elderly population prior to home/nursing home.

New Alderley House is found across the car park from the main hospital. It houses the East Cheshire Centre for Sexual Health and the Breast and Gynaecology clinics (ground floor), the Staff Library and PGME Team (top floor), and various administrative offices. A number of meeting and boardrooms are also used for teaching purposes.

The Lecture Theatre is located in the main hospital (top floor, next to the canteen), and the Clinical Skills and Simulation Department is located in Undercroft, off the main ground floor corridor of the main hospital.
Clinical Skills Laboratory

Contact: Julie Brown, Clinical Skills/Simulation Facilitator or Karen Lever, Clinical Skills/Medical Devices Facilitator
Extension: 1981 Bleep: 3413
E-mail: juliedbrown@nhs.net; karen.lever@nhs.net

The clinical skills laboratory is situated in the Undercroft and is available to you to use whilst at Macclesfield District General Hospital. We aim to arrange as many sessions as possible for you during your placement and include these sessions on your timetable, especially in the months running up to your finals in January. If you require extra sessions during your placement please contact Julie Brown or Karen Lever to discuss dates / times. (Please do not just turn up – arrange sessions in advance.)

The Clinical Skills Laboratory is committed to providing a safe non-threatening environment to facilitate both the teaching and learning of clinical skills.

It is our aim to provide ‘an environment that will give all health care professions the opportunity to develop and maintain competence within the clinical skills area.’

The laboratory is equipped so that a range of skills can be learnt / practised, including:

- SimMan
- Venepuncture
- Cannulisation
- Resuscitation
- Male Catheterisation
- Suturing

There is also an Obs & Gynae Clinical Skills trolley that is kept in New Alderley House and can be used in any of the rooms. It is available for practising your skills. Both rooms and the trolley must be booked via the Undergraduate Secretary on extension 1170.
ID Badges & Car Parking Permits  Extension 1616

It is Trust policy that official ID badges must be worn at all times in working areas of the hospital. The PGME staff will arrange for the issue of an appropriate ID badge at the beginning of your placement.

If you do not attend the introduction to the Trust on the first day of your placement you will need to go to the ID Issues based in Hope House on a Wednesday morning between 9:30 a.m. and 11:30 a.m.

Car parking permits will be issued by the ID Issues to all students exempting them from the car parking fees. These permits are also available to students who are not resident on the hospital site.

NB: Students should park in the area designated by their permit otherwise they will receive a parking ticket.

Staff Library Service

General Enquiries:  Extension 1362

NB: You should obtain your official identification badge from ID Issues based in Hope House before you register at the library.

The Library is located on the top floor, New Alderley House. Its services are available to support you during your placement. This can range from finding evidence to support clinical decisions, to helping staff as part of their continuing professional development.

Although our library may be physically small, we have access to a large network of resources throughout the region and nationally through the National Library for Health. We hope that you will take advantage of our services during the time that you are based at Macclesfield. We aim to help you whatever your information or research needs might be.

The Library is staffed 9:00 a.m.—5:00 p.m. Monday to Friday. You are also entitled to 24-hour swipe access via your ID badge, which will give you access to the Education & Training Centre outside core hours.

There is computer access with Internet Explorer 7 in the library should you require it. No passwords are necessary for these computers.
Accommodation  Extension 3776

Contact:  Karen Webb, Accommodation Manager, Medical Residence 1 (next to Esther Jones Medical Block)

The Accommodation Manager will deal with any queries regarding your room and facilities, keys, etc.

Accommodation keys should be collected from the A&E reception based in the main hospital – please ensure that you have some form of identification with you.

If you do not have accommodation, a key may be provided with to access the Esther Jones Medical Block where you will be given a locker in which to place your personal belongings. Please inform the Accommodation Manager if you require this facility.

Single rooms are provided on site. You will find well-equipped kitchens, lounge areas with TVs, shower rooms and laundry facilities. Towels are not provided.

Please make yourself familiar with the fire precautions listed in the residences and sign the appropriate documents (found in your ‘Information Pack’) returning them to the Accommodation Manager. (This is a mandatory requirement.) All personal electrical equipment must be tested by the Estates Department (extension 1616) prior to use in the residences.

On the last day of your placement you will be expected to vacate your room before 10:00 a.m., leaving your key in the door. If you require a place to store your personal effects before leaving the Trust, please contact the Accommodation Manager who will arrange a secure area.

You can access the secure residence wi-fi network by the access code: m3d1calr3s1d3nc3.
**Telephone System**

The Macclesfield Hospital switchboard can be contacted from within the hospital by pressing 0. From outside the hospital, their number is (01625) 421000.

From within the hospital, you can call any other phone within the hospital by dialling its four-digit extension number. E.g. 1170.

To call those numbers from outside the hospital, you need to add 66 before the extension number and the Macclesfield area code (01625) if you are calling from outside the area. E.g. (01625) 661170.

Dial 9 to get an outside line. If you need to bleep someone, first dial 8 then the bleep number. Wait for a beeping tone, then type in the number you would like to be called back on. Wait until you hear a new beeping tone, and then hang up.

**Restaurant / Dining Room**

The Trust Tree Tops Restaurant / canteen serves hot food at breakfast, from 7:30 to 11:00 a.m., and at lunchtime from 11:45 a.m. to 2:00 p.m. It does not serve hot meals in the evening, but half the dining room is available and there are vending machines that do serve hot drinks and meals.

The canteen is situated on the first floor of the main hospital, not far from the Doctors’ Mess. This facility is used by members of the public as well as by Trust staff. Please wear your Trust ID badge when using this dining room so you can benefit from the staff discount on your food (no badge – no discount).

**Shops / Vending Machines / Cash Dispenser**

There is a WRVS shop at the back entrance to the main hospital (opening hours Monday to Friday 9:30 a.m.–4:00 p.m.). There is also a WRVS café that sells drinks and snacks throughout the day at the Outpatients Department entrance.

There are various vending machines located around the hospital which are filled regularly with sandwiches, drinks, crisps, etc.

There is a cash dispenser situated next to the WRVS shop for your convenience.
Additional Facilities

The Chaplaincy Team is made up of representatives from the Church of England, Roman Catholic and the Free Church with links to other faith communities, including Muslim and Sikh.

St Luke’s Chapel is situated on the ground floor on the main corridor in the general hospital a short distance from the admissions desk. The Chapel is open throughout the day and may be used for prayer, worship, meditation or a quiet time. The quiet room provides a facility with prayer mats for Muslim prayer throughout the day and quiet reflection. Both rooms close after patient’s evening visiting. Access to the chapel during the night can be arranged with the night sisters.

In addition, the Parent Craft Hut behind Education & Training Centre has been booked for Muslim Jumma Friday prayers every Friday from 12:00–2:00pm. Ladies can use the facility for their prayers from 12:00–1:00pm and gentlemen from 1:00–2:00pm.

Within the Parent Craft Hut a labelled cupboard for Jumma prayers will contain some prayer cards and prayer mats, but staff are asked to bring their own prayer mat as stocks are limited. The Parent Craft Hut contains wash and toilet facilities for staff.
Computers within the Trust

In your Welcome Pack, you will find an information sheet that includes log-in details for Active Directory (to log into Trust computers), NHSmail and LabCentre. These log-in details must be kept confidential, and passwords should be changed when you first log in.

When you open your Active Directory, a box with your Novell-delivered Applications will appear, similar to the one above. This provides direct links to NHSmail, Internet Explorer, the Virtual Pen Drive, and other applications.

Please note that the most up-to-date guidelines and policies are accessible via the Trust Infonet: www.eastcheshire.nhs.uk. This is also the Internet Explorer homepage on Trust computers.

Please also note that external USB equipment, including pen drives, cannot be used within the Trust. Students are advised to e-mail CMD presentations or work to themselves if possible. Students are also welcome to use the Medical Students folder in the Virtual Pen Drive to store files if working from Trust PCs.

If you have any problems with IT applications, please call the IT department on extension 3131.

You can request access to the EastMobile network for unrestricted Internet access to portable (e.g. tablet) devices.
EDUCATION & TRAINING CENTRE

REGULAR MEETINGS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>13:00</td>
<td>Medical Tutorial</td>
<td>1 Hour</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>12:30</td>
<td>MMC F1 Teaching Sessions</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Round</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open to all Health Professionals</td>
<td>1 Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sponsored Buffet Lunch 12:15 p.m.</td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>13:00</td>
<td>MMC F2 Teaching Sessions</td>
<td>2 Hours</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>12:30</td>
<td>Medical Case Presentations / Journal Club</td>
<td>1 Hour</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>13:00</td>
<td>Foundation Surgical Teaching</td>
<td>1 Hour</td>
</tr>
<tr>
<td></td>
<td>13:00</td>
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</tbody>
</table>

Clinical Audit meetings take place once a month and are compulsory for doctors. You are highly advised to attend.

A more detailed list of the Foundation and departmental teaching going on during your placement at Macclesfield can be found in your Welcome Pack.
Patient Demographics

49% of the population in the area is male and 51% is female. This is similar to national average; however there are more females within the older age groups and this is likely to increase. The 2001 census data which informed the Partnership Disability Equality Scheme across Central and Eastern Cheshire found Disability and Long-term illness within the North West to be 20% of the total population, within Cheshire it is 17.4%.

The geographical area has a broad tourist base and includes places of historic interest such as Nantwich. As with other geographically attractive areas there is a significant retired community emerging as Cheshire has a higher than national average population of over 65 year olds. The overall population is predicted to increase by 16% (70,200 people) by 2031. Over 80% of the overall increase is predicted to occur in those aged 65 and over.

Nationally there has been a rise in fertility in all age groups since 2001. Similar increases have also been taking place in the East and Mid Cheshire areas where between 2002 and 2006 the number of live births rose from 4,413 to 5,064. Local birth rates vary by age; with the highest rates being seen in women aged 25 to 34.

The proportion of non-white ethnic groups has risen from 1.6% (7700) in 2001 to 2.8% (13,600) in 2005. This population is distributed in the urban centres of Wilmslow, Crewe and Winsford as well as a relatively high percentage (1%) in the rural areas surrounding Crewe, Nantwich and Macclesfield. The highest number of non-white residents is within the Macclesfield area.

Some of our towns have experienced recent migration from Eastern European countries; however this is a constantly changing picture as the national and international economic situation shifts.
Conditions for all Medical Students on Placement

1 The admission of a medical student to the premises of a Health Authority or a Trust is subject to the prior written approval of that body. Only ‘bona fide medical students’ may have access to patients and take part in any clinical procedure involving patients, including all forms of clinical examination, even under supervision. Students must be readily identifiable as such, e.g. wear a suitable lapel badge.

2 Before admitting a medical student:
   - Health Authorities and Trusts should make any necessary inquiries into the health of students and may request and arrange for them to undergo a medical examination as a condition of their attendance in hospital, if they are satisfied that the interest of patients require it.
   - Health authorities and Trust must ensure that any clinical assistance by the student, whether or not on their premises, is given under the close supervision of a registered medical practitioner; save that, where a student assists with maternity case, the supervision of a registered midwife is acceptable.

3 Students must in no circumstances:
   - Initiate, alter or stop the treatment of a patient on their own diagnosis; both diagnosis and treatment must be confirmed by the registered medical practitioner supervising them.
   - Prescribe, request radiological examinations or other diagnostic investigations, or order blood to be cross-matched. If students complete an order form for any of these purposes, it must then be signed by the registered medical practitioner supervising them before it is executed.
   - Take any part in obtaining or witnessing the signature by, or on behalf of a patient on a form of consent to treatment.
   - Take a history from, examine, or undertake a procedure on a patient, unless his/her informed consent has been obtained. If it is not practicable to obtain specific consent, the student must seek authorisation in advance from a supervising registered practitioner. This will apply in the case of those patients unable, for whatever reason, to make a decision on consent.
   - Exceptionally, this may include some anaesthetised patients, though normal such consent should have been sought from the patient in advance.

4 A student acting in an emergency, e.g. a cardiac arrest, has the same rights and responsibilities as any other citizen.
# USEFUL TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; E (Main area)</td>
<td>1024 / 1451 / 1452</td>
</tr>
<tr>
<td>Children’s Ward</td>
<td>1080</td>
</tr>
<tr>
<td>Endoscopy and Treatment Unit</td>
<td>1041 / 1043</td>
</tr>
<tr>
<td>Discharge Lounge</td>
<td>1063</td>
</tr>
<tr>
<td>Resuscitation Officer</td>
<td>3081</td>
</tr>
<tr>
<td>Surgical Assessment Unit</td>
<td>1737</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>1266</td>
</tr>
<tr>
<td>Labour ward</td>
<td>1155 / 1140</td>
</tr>
<tr>
<td>ETU</td>
<td>1041</td>
</tr>
<tr>
<td>Maternity Theatre</td>
<td>1408</td>
</tr>
<tr>
<td>Gynae Ward</td>
<td>1002 / 1091</td>
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<tr>
<td>Antenatal Unit</td>
<td>1160 / 3188</td>
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<tr>
<td>Foetal Assessment Unit</td>
<td>1728</td>
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<tr>
<td>EPAU</td>
<td>3192</td>
</tr>
<tr>
<td>Main Theatre</td>
<td>1401</td>
</tr>
</tbody>
</table>

## Tutors

- Dr. Surendran Chandrasekaran (Paeds)
  - Melanie Hodkinson (sec.)  3938
- Dr. Vijaya Ravikumar (O&G)  Bleep 6001

## Obs & Gynae Secretaries

- Joelle Blood  1167 / 1161 / 1162

## Miscellaneous

- Accommodation  3776
- Canteen        1634
- Doctors Mess   1229 / 3138
- Education & Training Centre  1237 / 1170
- Staff Library Service  1362
- Medical Staffing  1028
- Occupational Health  1896
- IT Help Desk  3131
And a last word from your Tutors:

We do hope that you enjoy your placement and find Macclesfield a friendly place to work in. However, there can always be problems and if so, it is important to seek help from your Educational Supervisor (your Consultant) or from the Undergraduate Tutor, Dr. Sanjeev Srivastava.