

Orthotics Students Do's and Don'ts

Orthotic students must at all times practice in accordance with ELHT policies & procedures and work under the supervision of the qualified practitioner. Orthotic students must also adhere to BAPO guidelines and the DCS student Charter

Details of the trust policies and procedures are available on the trust on the ELHT evidence hub.

<http://oli.xelht.nhs.uk/sorce/beacon/default.aspx?pageid=Policies>

Hours	Student orthotists work 37.5 practice hours per week. If the student is on a normal week the hours will be 4 days - 8.00am - 6:00pm with 30min lunch
Bank Holidays	The students do not have to work bank holidays.
Weekends/Nights	Students are not required to work weekends or nights on their placement.
Absence	<p>Whilst on clinical placement you must:</p> <ul style="list-style-type: none">● Report your absence to the Practice Educator at your placement within 1 hour of start time on the first day of absence on either 01254 734040 or 01282 804602● If you are not able to contact you Practice Educator then you must leave an answer phone message advising of your absence with a contact phone number to call you back on.● You must also inform your University Placement mentor of your absence.● When you contact you will be expected to say why you are absent and when you expect to return.● If you are off for more than 5 days you will need to provide a 'fit note' from your GP. <p>It is not acceptable to:</p> <ul style="list-style-type: none">● Send a message with another student● Only contact the University● Not contact at all● Send a text or WhatsApp message

Uniform Policy	<p>The University currently provides a uniform for placement. These are fitted and given to each student prior to placement and must be laundered by each student during their placement.</p> <p>You must wear your uniform at all times while on placement and you must maintain a professional appearance. You must adhere to the Trust's Uniform Policy and the University's Uniform Policy.</p>
Mobile Phones	<p>The usage of mobile phones in clinical areas are prohibited. Mobile phones should be left in your bag in the staff locker/changing rooms.</p>
Making up time	<p>Making up time will only be allowed if it has been arranged and agreed by the Practice Educator's. Make up time must not be arranged by the student on an ad-hoc basis.</p>
Supernumeracy	<p>Supernumerary status means that students are extra to the established team numbers in the practice area to facilitate their learning. This does not mean however, that students are purely observers. Students must participate in a range of clinical activities, under direct or indirect supervision of their mentor/supervisor in order to develop all skills/competencies and achieve all learning outcomes.</p>
Supervision	<p>Students must be supervised at all times as they are not accountable for their practice. Any Orthotist who delegates a task to a student is accountable for that student's actions. The student can document the relevant information on OPAS after an examination but this must be checked and finalised by the Orthotist.</p> <p>If at any time during the examination the student feels they need further advice or assistance e.g. if the patient proves to be less co-operative or the examination proves more complicated than expected they must ask the advice of the Orthotist who has justified the examination. If that radiographer is unavailable, the student may seek the help from another qualified Orthotist.</p> <p>Students must always seek advice on patient care & technique from qualified Orthotists.</p>

**For additional information on any of these guidelines please refer to the appropriate trust policy or the ELHT evidence hub.
If you require further clarification about these or any other student related issues please contact:**

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