



**East London**  
NHS Foundation Trust



**NHS**  
East London  
NHS Foundation Trust  
**Social Work Learning  
& Development Hub**



# ELFT Social Work Student Handbook





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# Welcome

**Welcome to ELFT!** We hope that you will enjoy your placement with us. Social work students are very welcome in the organisation and and bring fresh perspectives and new ideas, making a positive impact upon the teams where they are placed.

We are confident that you will have varied learning opportunities and we encourage you to make the most out of your time with us by shadowing and visiting other services, attending our student reflective practice groups and attending the 6 weekly social work lunchtime seminars.

This handbook has been put together to support you on your placement and make you aware of what we offer to our students.





# Who are We?

ELFT provides a wide range of community and inpatient services to the City of London, Hackney, Newham, Tower Hamlets, Bedfordshire and Luton.

Our ambition is to make a positive difference by providing people with mental and community health care services that support their recovery and help them to achieve the most fulfilling lives possible.

People Participation is embedded within the Trust and is about helping our service users and their carers to have a say in how we run the Trust. The Trust's values are at the heart of our vision and underpin everything we do.

## Our Services





## *Our Local Authority Partners*



London Borough of Hackney



London Borough of Tower Hamlets



London Borough of Newham



Luton Borough Council



Bedford Borough Council



Central Bedfordshire Council



# What We Provide to You



## Information Sessions

You will be invited to an online student induction and a follow up session towards the end of your placement, with details of what ELFT offers NQSWs, an overview of our ASYE programme and details of vacancies.



## Lunchtime Seminars

You will be invited to the six weekly online social work lunchtime seminars. The seminars are facilitated by different presenters on a range of topics relevant to social work.



## Reflective Practice Groups

Each month we will hold a student reflective practice group online and you will have been sent the link for this.



## Training Sessions

You can attend the following sessions:

### **Care Act Training (3 hours)**

[Register via the ELFT Learning Academy](#)

### **Experts by Experience Training (2 hours)**

Email [elft.socialwork@nhs.net](mailto:elft.socialwork@nhs.net)



# What We Expect From You

We expect all of our social work students to be professional at all times, arriving to placement on time and upholding the Trust values when working with service users, carers and fellow colleagues. We want you to be curious, to ask questions, engage in learning opportunities and use your team and Practice Educator for support and advice as needed.



**We care**  
**We respect**  
**We are inclusive**



# Things to Support your Placement

## Placement Checklist

During your first week of placement you should make sure that the points below have been discussed with your Practice Educator:

- Start and finish times, lunch breaks, dress code
- Sickness/absence - who should you report this to
- Work environment - location of desk space, IT equipment, fire exits/procedures
- Introduction to the team, details of meetings, MDT's, forums
- Shadowing opportunities, meetings, cases/reports/files to read
- Ask your Practice Educator about policies relevant to your setting
- Reflective log - when will you complete this?
- Access to IT systems?
- Send your NHS email to [elft.socialwork@nhs.net](mailto:elft.socialwork@nhs.net) so we can add you to our mailing list
- Do you have a disability, long term health condition, mental health issue or learning disability/difficulty that require us to make adjustments for you? If so, please discuss with your Practice Educator and we can ensure any adjustments are in place



## Key Policies

The following policies can be found on the Intranet, apart from the team operational policy which should be on your team's shared drive.

- **Lone Working** may be described as any situation or location where one works without a colleague nearby.
- **Telephone/Internet Use/Social Media** Do not use your personal phone whilst on placement. Do not post on social media anything relating to patients - remember confidentiality.
- **Equality and Diversity** Ensuring equality and valuing diversity is one of the Trust's core values.
- **Incidents** InPhase is the Trust system for the management and reporting of incidents. All staff can report incidents through InPhase. Examples could be: violence and aggression, loss of data etc.
- **Operational Policy** Each team has its own operational policy

## Tips for Case Recording

### What is a patient record?

- Provide rationale for clinical decisions
- Can be audited by internal or external reviewers
- Legal record
- Service user can request their records

### Tips:

- Be clear and concise
- An objective account of care
- Records are complete and accurate
- Personalised
- What's the plan?

**Records must be completed within 24 hours of contact with the service user/carer**



## Staff Networks



[RaCEStaff Network >>](#)



[Men's Staff Network >>](#)



[ELFTAbility Staff Network >>](#)



[Women's Staff Network >>](#)



[LGBTQIA+ Staff Network >>](#)



[Intergenerational Staff Network >>](#)



## Resources

For further information and training resources you can visit the Adult Social Care training page on the [ELFT Learning Academy](#)

You can also visit the [ELFT Intranet page](#)

### Useful Websites



social care  
institute for excellence

<https://www.scie.org.uk/>



<https://www.socialworkengland.org.uk/>



<https://www.hee.nhs.uk/>

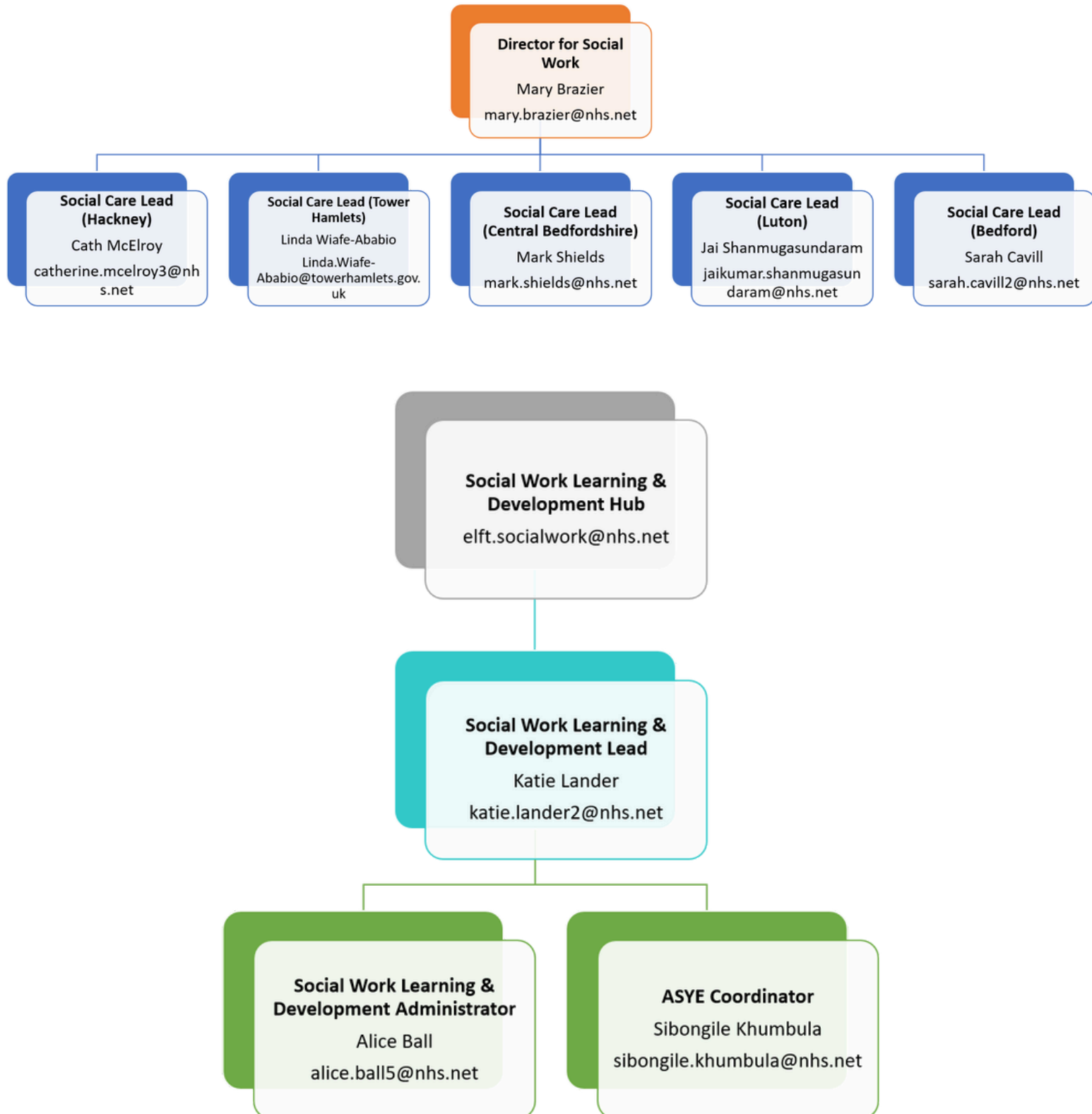


The professional association for  
social work and social workers

<https://www.basw.co.uk/>



## Useful Contacts





# Working for Us

## ASYE Offer

If you have enjoyed your time with us and would like to apply for a social work post then please come along to the student ASYE information session. If you have not received a link for this meeting then please contact [elft.socialwork@nhs.net](mailto:elft.socialwork@nhs.net)

The ASYE is a rolling programme, we do not offer specific NQSW roles. You can apply for any Band 6 social work post, and if successful, you will be automatically enrolled onto the ASYE programme.

## Job Vacancies

Our job vacancies are advertised on the following websites. For NHS posts please search using the link and then via the Allied Health Professionals tab.

<https://www.elft.nhs.uk/working-for-us/job-vacancies>

<https://recruitment.hackney.gov.uk/job-search/>

[https://www.towerhamlets.gov.uk/lgnl/jobs\\_and\\_careers/Jobs-in-adult-social-care/Jobs\\_in\\_adult\\_social\\_care.aspx](https://www.towerhamlets.gov.uk/lgnl/jobs_and_careers/Jobs-in-adult-social-care/Jobs_in_adult_social_care.aspx)

# Appendices

## Appendix 1 - Mileage

You can claim mileage and Oyster travel for traveling between the office base and your visit. You **cannot** claim mileage and Oyster travel for traveling between your office base and your home address.

In order to claim please download and complete the mileage form and send this to [elft.finance@nhs.net](mailto:elft.finance@nhs.net).

Your mileage form will need to be approved by your line manager.

When claiming car mileage you must also send your certificate of motor insurance along with your claim form.



## Appendix 2 - Glossary of Mental Health Terms

### Clinical Terms

ACE: Addenbrooke's Cognitive Examination

ADD: Attention Deficit Disorder

ADHD: Attention Deficit Hyperactivity Disorder

ADL: Activities of Daily Living

CAARMS: Comprehensive Assessment of At Risk Mental States

CBT: Cognitive Behavioural Therapy

CBTp: Cognitive Behavioural Therapy for psychosis.

CPA: Care Programme Approach

DNR: Do not resuscitate

DSM: Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association

ECG: Electrocardiogram

ECT: electro-convulsive therapy

EMDR: Eye Movement Desensitisation Reprocessing

EPSE: Extra Pyramidal Side Effects

FEP: First Episode of Psychosis

FRS: First Rank Symptoms

GAD: Generalised Anxiety Disorder

ICD: International Classification of Diseases

IM: Intramuscular

MOCA: Montreal Cognitive Assessment (designed as a rapid screening instrument for mild cognitive dysfunction)

MSE: Mental State Examination

NKDA: No Known Drug Allergy

NMS: Neuroleptic Malignant Syndrome

NOP: Non Organic Psychosis

OCD: Obsessive Compulsive Disorder

PTSD: Post Traumatic Stress Disorder

TBI: Traumatic Brain Injury





## **Services/professionals/processes**

AC: Approved Clinician

AMHP: Approved Mental Health Professional

BIA: Best Interests Assessor

CAMHS: Child and Adolescent Mental Health Services

CCG: Clinical Commissioning Group(s)

CMHT: Community Mental Health Team

COP: Court of Protection

CPD: Continuing Professional Development

CPN: Community Psychiatric Nurse

CQC: Care Quality Commission

CT (1-3): Core Trainee

CTO: Community Treatment Order

DoLS: Deprivation of Liberty Safeguards

DP: Direct Payments

DSN: Duty Senior Nurse

EDT: Emergency Duty Team

EIS: Early Intervention Service

HONOS: Health of the Nation Outcome Score (this is the tool used to allocate patients to a care cluster)

HRA: Human Rights Act

HTT: Home Treatment Team

IAPT: Improving Access to Psychological Therapies

IG: Information governance

IMCA: Independent Mental Capacity Advocate

IMHA: Independent Mental Health Advocate

LA: Local Authority

LADO: Local Authority Designated Officer

LD: Learning Disability

LPA: Lasting Powers of Attorney

MAPPA: Multi Agency Public Protection Arrangements



MARAC: Multiple Agency Risk Assessment Conference

MBU: Mother and Baby Unit

MCA: Mental Capacity Act (2005)

MDT: Multi-disciplinary team

MHA: Mental Health Act (1983/2007)

MHAA: Mental Health Act Assessment

MHRT: Mental health review tribunal

NIC: Nurse in Charge

NICE: National Institute for Health and Clinical Excellence

NOK: Next of Kin

NR: Nearest Relative

OPG: Office of the Public Guardian

OT: Occupational Therapist

PACE: Police and Criminal Evidence Acts (1984)

PHB: Personal Health Budget

PICU: Psychiatric Intensive Care Unit

PNC: Police National Computer

PSW: Peer Support Worker

QI: Quality Improvement

RC: Responsible Clinicians

RCT: Random Control Trial

RMN: Registered Mental Health Nurse

RPR: Relevant Persons Representative

S.12 Dr: Section 12 Doctor

SASG: Staff & Associate Specialist Grade doctor (sometimes abbreviated to SAS Doctor)

SCR: Social Circumstances Report

SCT: Supervised Community Treatment

SI: Serious incident

SOAD: Second Opinion Appointed Doctor

SpR (4-6): Specialist Registrar



SSRI: selective serotonin reuptake inhibitor

THEDS: Tower Hamlets Early Detection Service

THEIS: Tower Hamlets Early Intervention Service

YOT: Youth Offending Team