

August 2010- Information for Junior Doctors Rotation



Junior Doctors Rotation

The Southern Health & Social Care Trust would like to welcome you to your new post. We have created a section on this site to provide you with important information which will facilitate your induction into the Trust.

This information can be found by selecting the main **Working for Us** link and choosing the **Junior Doctors Rotation** option.

Alternatively choose the link below to take you directly to this section of the site:

Information for Junior Doctors Rotation



JUNIOR DOCTORS ROTATION AUGUST 2010

The Southern Health and Social Care Trust would like to welcome you to your new post. Please see below for important information, which will facilitate your induction into the Trust.

Please ensure you download the relevant 'New Start' forms from the NIMDTA website: <http://www.nimdtg.gov.uk/human-resources/trust-hr/>

Please forward these forms to the address below **PRIOR** to joining the Trust on Wednesday, 4 August 2010

Medical HR Team
Ground Floor – Trust headquarters
Craigavon Area Hospital
68 Lurgan Road
Portadown BT63 5QQ
Tel: 028 38 61 4207/4206/4205/4204
Fax: 028 3839 4041

You will also find a list of other **essential documentation** that you are required to bring with you for your 'sign-on' with the Medical HR team.

Please click on the appropriate link below for more information:

[SHSCT Medical HR Team – Contact Details](#)

[Completion of Payroll Documentation – Sign on programme](#)

[Accommodation Enquiries](#)

Induction Information – Where to report to on your first day

Online Induction and Training Tracker

Generic Induction Programme

Medical HR Team – Contact Details

Medical HR Team

Malcolm Clegg, Acting Medical Staffing Manager

Email: Malcolm.clegg@southerntrust.hscni.net

Heather Mallagh-Cassells, Senior Medical Staffing Officer

Email: heather.mallaghcassells@southerntrust.hscni.net

Joanne Kerr, Medical Staffing Officer

Email: Joanne.Kerr@southerntrust.hscni.net

Andrea Armstrong, Medical Staffing Assistant

Email: Andrea.Armstrong@southerntrust.hscni.net

Medical HR Team, Ground Floor – Trust headquarters, Craigavon Area Hospital, 68 Lurgan Road, Portadown BT63 5QQ

Completion of Payroll Documentation



Sign-On Programme – For Completion of Payroll Documentation

Human Resources staff will be available for the completion of payroll documentation at the times stated below, please ensure that you attend the appropriate session for your location.

In order to improve the length of time it takes to sign-on each doctor, please ensure that you bring all essential documentation, including relevant copies, with you. A reminder list of the required documentation is provided below.

Failure to provide this information may result in you not being paid or paid incorrectly.

Closedown for payroll is **Friday, 6 August 2010**. This is an extremely tight deadline therefore all paperwork must be completed prior to this date if you wish to be paid into your bank account at the end of August.

Date	Times	Grade of Staff/specialty	Location
Wednesday 4 August 2010	1.00pm – 2.00pm	All grades including Psychiatry trainees	Lecture Theatre, MEC
Friday 6 August 2010	9.30 – 12.30	All grades	Committee Room 1, Daisy Hill Hospital

Relevant documentation for the sign-on process

List of Documents to be forwarded to Medical Staffing **prior to sign on**
(Download from NIMDTA website)

- Personal Information form
- Fitness to practice
- Bank Details
- Pension Form – to continue or join scheme
- Pension Form - opt out form
- P46 (if you do not have a P45)
- Certificate of completion of Mandatory Training
- IT Access Forms and security declaration

List of documentation to **bring with you on your first day, to your sign-on:**

- Medical HR Checklist
- Passport - original + 1 copy of photo page
- Evidence of right to work in the UK (if applicable) - Original + 1 copy
- GMC/GDC - original + 1 copy
- Evidence of your National Insurance Number (i.e. P45/P60/NI card)
- Evidence of occupational health assessment (centralised medical letter) - original + copy
- P45
- Evidence of previous service (ie Most recent Pay slip or a staff transfer form) original + 1 copy

The medical staffing section of the HR department has a dedicated section on the Trust Intranet site, which you will be able to access on your arrival at the Trust. (<http://shsctintranet.hpss.n-i.nhs.uk/HTML/HR/Information.html>) This section will provide you with access/links to relevant Trust policies and procedures that you are required to read as part of your employment with the Trust.

If you have any queries regarding the sign-on process please contact the Medical Staffing Team.

Accommodation Enquiries

If you have any queries regarding accommodation on the CAH site, please contact the accommodation officer, Mrs Olive Woods 028 38612476.

If you have any queries regarding accommodation on the DHH site, please contact Domestic Services on 028 30835000 EXT 2470

If you have any queries regarding accommodation on the Armagh site, please contact the Admin Office on 37412446.

Induction Information – Where to report to on your first day



Induction Information

Generic induction will take place in the following locations:

Date	Times	Grade of Staff/specialty	Location
Wed 4 August 2010	9.00am	All Trainees	Generic Induction - Lecture Theatre, MEC, Craigavon Hospital
Wed 4th August 2010	9.00am	All trainees	Generic Induction - Committee Room One, DHH

Specialty inductions will be held in the afternoon.

Induction Information – Online Induction / Training Tracker



All new trainee doctors are required to complete the online induction at **Training Tracker** within **one month** of commencement at Southern Trust.

Training Tracker can be accessed by visiting www.trainingtracker.co.uk/access/?nih

It consists of a number of modules which each take approximately 10 minutes to complete. At the end of each module you are required to print a certificate confirming your successful completion and keep in your portfolio. You only need to complete the modules which state “mandatory all Trusts”.

It is your responsibility to ensure that you are registered on Training Tracker.

You should receive a username and password via email before commencement. If you don't receive this information or have any queries, please contact Miss Kelly Jones at mec.cah@southerntrust.hscni.net telephone 028 38 612399

If online induction is not completed by the end of August it will result in a delay in processing study leave until induction has been completed.

OTHER MANDATORY TRAINING

It is essential that the following training is completed before commencing work:-

- Right Patient, Right Blood Training (ORAS Gold Level 1) www.learnbloodtransfusion.org
- BMJ Hyponatraemia module <http://learning.bmj.com/learning/search-result.html?moduleId=5003358>
- [Study the SHSCT Blood Transfusion Policy](#)



Southern Health
and Social Care Trust

GENERIC INDUCTION PROGRAMME

(for Craigavon inc Psychiatry, F2 and above - COMPULSORY)

WEDNESDAY 4TH AUGUST 2010

**LECTURE THEATRE, MEDICAL EDUCATION CENTRE,
CRAIGAVON AREA HOSPITAL**

9.00am-9.15am	Welcome & Introduction Training Tracker / Educational Resources	Mr Colin Weir, ADM – Education & Training
9.15am – 9.30am	Hyponatraemia	Dr David Grier Consultant Paediatrician
9.30am – 9.45am	Introduction to Right Patient, Right Blood Responsibilities	Mrs Patricia Watt Haemovigilance Practitioner
9.45am – 10.00am	Preventing Acute Kidney Injury	Dr Neal Morgan, Consultant Nephrologist, DHH
10.00am – 10.15am	MEWS Chart	Dr Chris Clarke Consultant Anaesthetist
10.15am – 10.30am	Complaints Training	TBC
10.30am-10.45am	COFFEE BREAK	
10.45am – 11.45am	Infection Control (inc Hand Hygiene) & Antibiotic Policy	Dr N Damani, Infection Prevention & Control
11.45am – 12.00noon	Hospital at Night	Mrs Eileen Murray Patient Flow Manager
12.00noon – 12.15pm	Safety Initiatives on VTE & Warfarin	Dr K Boyd Consultant Haematologist
12.15pm - 12.45pm	Verification of Life Extinct & Post Mortem Examinations	Mrs Anne Coyle, Bereavement Co- ordinator & Dr G McCusker, Consultant Pathologist
12.45pm – 1.00pm	Hospital / GP Liaison	Dr Alison Rodgers, GP
1.00pm – 2.00pm	Signing On and Payroll Details	Human Resources

Any queries please contact mec.cah@southerntrust.hscni.net

<p>Wednesday 4th August 2010 1.00pm-2.00pm Lecture Theatre</p>	<p>Photographs for Staff Photographic ID Badge – Please complete the Photographic ID Request Form (line manager signature can be obtained at a later date)</p>
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**If you are unable to attend this session, email laura.stothers@southerntrust.hscni.net
to set up an alternative appointment



**Southern Health
and Social Care Trust**

**GENERIC INDUCTION PROGRAMME
(for Daisy Hill inc Psychiatry, F2 and above - COMPULSORY)**

WEDNESDAY 4TH AUGUST 2010

BOARD ROOM, DAISY HILL HOSPITAL

9.00am-9.15am	Welcome & Introduction Training Tracker / Educational Resources	Dr John Harty, Co-Director – Education & Training
9.15am – 9.30am	Hyponatraemia	Dr Williams Consultant Paediatrician
9.30am – 10.00am	Verification of Life Extinct & Post Mortem Examinations	Mrs Anne Coyle, Bereavement Co-ordinator & Dr G McCusker, Consultant Pathologist
10.00am – 10.15am	Preventing Acute Kidney Injury	Dr John Harty , Consultant Nephrologist,
10.15am – 10.30am	MEWS Chart	Dr John Harty Consultant Nephrologist
10.30am-10.45am	COFFEE BREAK	
10.45am – 11.45am	Infection Control (inc Hand Hygiene) & Antibiotic Policy	Dr Rajendran + Sr Mathews, Infection Prevention & Control
11.45am – 12.00noon	Hospital at Night	Patient Flow Team
12.00noon – 12.15pm	Safety Initiatives on VTE & Warfarin	Haematology Team Haematologist
12.15pm - 12.30pm	Introduction to Right Patient, Right Blood Responsibilities	Haemovigellance Team
12.30 – 12.45pm	Complaints training	TBC
12.45pm – 1.00pm	Hospital / GP Liaison	Dr Mark Murphy, GP
2.00pm – 4.00pm	** Photographs for Staff Photographic ID badges Please complete the Photographic ID Request Form (line manager signature can be obtained at a later date)	Jimmy Ruddy Multi-function room beside canteen. You will be given a time to attend at the induction welcome.

Any queries please contact sonia.ferris@southerntrust.hscni.net

Friday 6th August 2010 9.30am to 12.30pm Committee Room 1 DHH	Human Resources Sign on for completion of pay-role documentation.
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**If you are unable to attend this session, email sonia.ferris@southerntrust.hscni.net to set up an alternative appointment

Please bring your IT access form to the induction so that it can be signed off and you can be promptly issued with your password.