

February 2011 - 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 FEBRUARY 2011

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.nimdta.gov.uk/human-resources/trust-hr/>

Please forward these forms to the address below **PRIOR** to joining the Trust on Wednesday, 2 February 2011

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

Photographic ID Badge

Medical HR Team – Contact Details

Medical HR Team

Zoe Parks, Medical Staffing Manager
Email: Zoe.Parks@southerntrust.hscni.net

Malcolm Clegg, Assistant Medical Staffing Manager
Email: Malcolm.clegg@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, 4 February 2011**. 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 February.

Date	Times	Grade of Staff/specialty	Location
Wednesday 2 February 2011	1.00pm – 2.00pm	All grades including Psychiatry trainees	Ground Floor, MEC, Craigavon Area Hospital
Thursday 3 February 2011	9.30am – 10.30am	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 Declaration
- 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

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 - original
- Evidence of previous service (ie Most recent Pay slip [January 2011] 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 2 February 2011	9.00am	All CAH Trainees inc Psyc	Generic Induction - Lecture Theatre, MEC, Craigavon Hospital
Wed 2 February 2011	9.00am	All DHH trainees	Generic Induction - Committee Room 1, DHH

NB: if you attended the Southern Trust Generic Induction in August 2010, you do not need to attend again.

Specialty inductions will be held in the afternoon or at another time.

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 <http://nih.trainingtracker.co.uk/>

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” and the cremation certificate (optional module).

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 kelly.jones@southerntrust.hscni.net or Telephone: 028 38 612399

Completion of Training Tracker should be renewed every 3 years, so if you have already completed this within this time period, you will not need to complete again.

If online induction is not completed by the end of February 2011 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.uk
- BMJ Hyponatraemia module <http://learning.bmj.com/learning/search-result.html?moduleId=5003358>
- [Study the SHSCT Blood Transfusion Policy](#)
- BMJ Safe Use of Anticoagulants module <http://learning.bmj.com/learning/search-result.html?moduleId=5004325>

You **MUST** complete the Certificate of Completion of Mandatory Training Modules declaration and return to Medical Staffing with your New Start Documentation.

Photographic ID Badge



All members are staff is required to have a photographic ID badge. Please complete the Photographic ID Request Form (Staff Number and Line Manager Signature can be obtained in retrospect). Arrangements for photographs are as follows:-

Craigavon Area Hospital	Staff will be available in the MEC, following Generic Induction to take photographs between 1.10pm-2.00pm
Daisy Hill Hospital	Staff will be available in the Multi-Disciplinary Function Room to take photographs following Generic Induction

You **MUST** bring your completed Photographic ID Request Form with you.