



**Western Health  
and Social Care Trust**

## **Medical and Dental Education**

### **Induction Booklet for Doctors in Training**

**Aug 2011**

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## Introduction

We look forward to meeting you and hope that you enjoy your time in WHSCT and find it both enjoyable and educational. You may find it useful to check out the WHSCT internet site for information about the hospitals/services/site maps/etc:

<http://www.westerntrust.hscni.net/index.htm>

If you have not worked here before, you will be expected to attend the general induction programme as well as your departmental induction. It is essential that you contact your ward/department before induction day to check rotas, etc.

Please ensure you check your emails regularly as most correspondence will be sent via email. If you change your email address, ensure you inform the Medical and Dental Education office immediately or you may miss important information (contact details below).

**You will find at Appendix IV a Certificate of Completion of Mandatory Training Modules. Please complete this certificate and bring with you to induction.**

## Who's Who

Altnagelvin and Gransha Hospitals (Northern Sector)		
Designation	Name	Contact Details
Director of Postgraduate Medical and Dental Education	Dr Neil Corrigan	Neil.Corrigan@westhealth.n-i.nhs.uk
Foundation Programme Director	Dr Paul Baylis	Paul.Baylis@westhealth.n-i.nhs.uk
Educational Supervisor for FY1	Dr Damien Armstrong	Damien.Armstrong@westhealth.n-i.nhs.uk
Educational Supervisors for FY2	Dr Charles Mullan	Charles.Mullan@westhealth.n-i.nhs.uk
	Dr Sandra McNeill	Sandra.McNeill@westhealth.n-i.nhs.uk
Medical & Dental Education		
Senior Manager	Ms Sinead Doherty	Sinead.Doherty@westhealth.n-i.nhs.uk Tel: 028 7134 5171 Ext. 3044
Administrator	Ms Alison Heath	Alison.Heath@westhealth.n-i.nhs.uk Tel: 028 7134 5171 Ext. 3780
Assistant Administrator	Mrs Teresa Taggart	Teresa.Taggart@westhealth.n-i.nhs.uk Tel: 028 7134 5171 Ext. 3780
Clerical Officers	Mr Sean Haslett	Medical.Education@westhealth.n-i.nhs.uk Tel: 028 7134 5171 Ext. 3780
	Ms Lorna Donaghey	
	Mrs Louise Temple	

## Medical and Dental Education – Induction Booklet

<b>College Tutors</b>		
Physicians	Dr John Lindsay	John.Lindsay@westhealth.n-i.nhs.uk
Surgeons	Mr Ken McCune	Ken.McCune@westhealth.n-i.nhs.uk
Obs & Gynae	Dr Iris Menninger	Iris.Menninger@westhealth.n-i.nhs.uk
Paediatrics	Dr Damien Armstrong	Damien.Armstrong@westhealth.n-i.nhs.uk
Anaesthetics	Dr Richard Laird	Richard.Laird@westerntrust.hscni.net
Pathology	Dr Dermot Hughes	Dermot.Hughes@westhealth.n-i.nhs.uk
Radiology	Dr Seamus Brady	Seamus.Brady@westerntrust.hscni.net
Ophthalmology	Mrs Rosie Brennan	Rosie.Brennan@westhealth.n-i.nhs.uk
Oral Surgery	Mr John Stenhouse	John.Stenhouse@westerntrust.hscni.net
ENT	Mr James Cullen	James.Cullen@westerntrust.hscni.net
Orthopaedics	Mr John McCormack	John.McCormack@westerntrust.hscni.net
Orthodontics	Ms Roz McMullan	Roz.Mullan@westerntrust.hscni.net
Emergency Medicine	Dr Paul Baylis	Paul.Baylis@westhealth.n-i.nhs.uk
Psychiatry (Gransha)	Dr Deirdre McGlennon	Deirdre.McGlennon@westhealth.n-i.nhs.uk

### Erne, T&F and TCH Hospitals (Southern Sector)

<b>Designation</b>	<b>Name</b>	<b>Contact Details</b>
Director of Postgraduate Medical and Dental Education	Dr Neil Corrigan	Neil.Corrigan@westhealth.n-i.nhs.uk
Associate Director of Postgraduate Medical & Dental Education	Mr Mark Grannell	mark.grannell@slt.n-i.nhs.uk
Foundation Programme Directors	Dr Jarlath O'Donohoe (Erne Hospital)	Jarlath.O'Donohoe@westhealth.n-i.nhs.uk
	Dr Pat Manley (T&F Hospital)	Patrick.Manley@westhealth.n-i.nhs.uk
Educational Supervisors for FY1	Dr Jarlath O'Donohoe (Erne Hospital)	Jarlath.O'Donohoe@westhealth.n-i.nhs.uk
	Dr Pat Manley (T&F Hospital)	Patrick.Manley@westhealth.n-i.nhs.uk
Educational Supervisors for FY2	Dr Jarlath O'Donohoe (Erne Hospital)	Jarlath.O'Donohoe@westhealth.n-i.nhs.uk
	Dr Pat Manley (T&F Hospital)	Patrick.Manley@westhealth.n-i.nhs.uk
<b>Medical &amp; Dental Education</b>		
Senior Manager	Ms Sinead Doherty	Sinead.Doherty@westhealth.n-i.nhs.uk Tel: 028 7134 5171 Ext. 3044
Administrator	Mrs Christine	Christine.McGovern@westerntrust.hscni.net

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	McGovern	Tel: 028 6638 2050
Assistant Administrator	Ms Doris Jackson	Doris.Jackson@westerntrust.hscni.net Tel: 028 6638 2608
<b>College Tutors</b>		
Physicians	Dr Jim Kelly/Dr B Keegan (Erne)	Jim.Kelly@westhealth.n-i.nhs.uk Breffni.Keegan@westhealth.n-i.nhs.uk
Surgeons	Mr E Ghareeb (Erne)	E.Ghareeb@westhealth.n-i.nhs.uk
Obs & Gynae	Mr Mageed (Erne)	AMageed@slt.n-i.nhs.uk
Paeds & Child Health	Dr R Nethercott (Erne)	Raymond.Nethercott@westhealth.n-i.nhs.uk
Psychiatry	Dr T Flynn (T&F)	Thomas.Flynn@westhealth.n-i.nhs.uk

### Induction

#### For Altnagelvin Hospital:

- F1 doctors please attend induction at 9am as below on Tuesday, and
- F2/ST/SpR doctors please pick up your bleep and attend your base ward at 8.30am on Wednesday to meet with your Ward Staff/Consultants, then make your to induction as below.

#### For Gransha Hospital:

- Doctors please make your to induction as below on Wednesday.

In **Erne Hospital** bleeps will be collected before departmental tours after induction. Please make your way to the Medical Education Centre, Erne Hospital for induction as below.

In **T&F Hospital** bleeps and department tours take place after induction. Please make your way to DBS Conference Room, T&F Hospital for induction as below.

#### Altnagelvin and Gransha Hospitals Induction:

Tuesday 2 <sup>nd</sup> August 2011	9am	Lecture Theatre 1, MDEC, Altnagelvin Area Hospital
Wednesday 3 <sup>rd</sup> August 2011	9am	Lecture Theatre 1, MDEC, Altnagelvin Area Hospital

#### Erne Hospital Induction:

Tuesday 2 <sup>nd</sup> August 2011	9am	MEC, Erne Hospital
Wednesday 3 <sup>rd</sup> August 2011	9am	MEC, Erne Hospital

#### T&F Hospital Induction:

Tuesday 2 <sup>nd</sup> August 2011	9am	DBS Conference Room, T&F Hospital
Wednesday 3 <sup>rd</sup> August 2011	9am	DBS Conference Room, T&F Hospital

**Please see individual induction programmes attached at Appendix I.**

### Departmental Inductions

### **Altnagelvin and Gransha Hospitals:**

You will be advised of Departmental Induction arrangements when you attend your ward on the morning of induction. For those who are beginning work in Gransha Hospital your Departmental Induction programme has been forwarded separately. If you have not received this please get in touch with Medical and Dental Education and we will forward to you.

In the days after induction you will receive a Departmental Induction evaluation form via email which you should complete and return to us as soon as possible so we can improve where necessary. Suggestions are always welcome.

### **Erne and T&F Hospitals:**

Please see Induction Programme for Departmental Inductions.

### **Training Tracker Online Induction Modules**

The NI Regional Postgraduate Network has introduced an online learning tool - Training Tracker - which will provide a platform for recording induction and mandatory training. You are required to complete the following modules before Friday 26<sup>th</sup> August 2011 if not already done so. These modules must be completed every 3 years. Please see Training Tracker information attached at Appendix II.

**Please also see Certificate of Completion of Mandatory Training Modules at Appendix IV which must be completed and handed in at induction.**

### **Other Online eLearning Modules**

#### Hyponatraemia

All doctors should have completed the BMJ online learning module on “Reducing the Risk of Hyponatraemia when Administering Intravenous Fluids to Children”, where appropriate.

All F1 doctors must complete within 4 weeks of beginning employment with the Trust. Print and retain Certificate of Completion as you will require this evidence for sign-off at the end of your F1 year.

This module can be accessed at:

<http://learning.bmj.com/learning/search-result.html?moduleId=5003358>

#### Medicines Governance

All doctors should have completed the online learning module on Medicines Governance, where appropriate.

All F1 doctors must complete this module. Please retain Confirmation of Satisfactory Completion as you will require this evidence for sign-off as the end of your F1 year. This module can be accessed at:

[www.medicinesni.com](http://www.medicinesni.com)

### Warfarin Online Modules

All doctors should complete these two modules, where appropriate. They are free via the BMA website. While you have to set up a user name and password for BMJ (if not already a member), the two warfarin modules are free. Certificates can be printed on completion for your portfolio.

1. Starting patients on anticoagulants: How to do it.

[http://learning.bmj.com/learning/module-intro/.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm="anticoagulants"&page=0](http://learning.bmj.com/learning/module-intro/.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm=)

2. Maintaining patients on anticoagulants: How to do it.

[http://learning.bmj.com/learning/module-intro/.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm="anticoagulants"&page=0](http://learning.bmj.com/learning/module-intro/.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm=)

### **Right Patient, Right Blood**

As per the NPSA Safer Practice Notice 14 'Right Patient, Right Blood', only staff who have been trained and competently assessed can participate in the blood transfusion process. If you have previously completed this assessment in Northern Ireland, England or Wales, there will be no need to repeat it but you must familiarize yourself with local procedures. **You must produce documented evidence regarding the competencies completed.**

Please see Haemovigilance information sent via email. If you have not received this information or have any other queries, please contact:

- Altnagelvin Hospital:  
Mary P McNicholl, Haemovigilance Practitioner, ext 5710, bleep 8434.
- Erne Hospital:  
Jo Monaghan Haemovigilance Practitioner, ext 2397, Work Mobile 07525898970. Work days Tues, Thurs & Fri.

### **Bleeps**

#### **Altnagelvin Hospital:**

Bleeps are obtained from the Hospital Telephone Exchange which is situated on the ground floor of the Hospital. The Telephone Exchange is on the left-hand side of the corridor leading to Ward 20. **Please note that bleeps must be collected before induction.**

**Erne Hospital:**

Bleeps are obtained from the main switchboard which is situated beside the Medical Education Centre.

**T&F Hospital:**

Bleeps are obtained from Staff Grade after the Induction.

**Swipe Card Access/Identification Card**

**Altnagelvin Hospital:**

You will find attached at Appendix III a copy of the card access authorization form for Altnagelvin Area Hospital. Once you have completed this, you should attend Site Management (Michelle Martin) where you will have your photograph taken for identification/swipe access:

- F1 doctors:  
Tuesday 2<sup>nd</sup> August 2011 between 1.30pm - 4.45pm
- F2/ST/SpR doctors:  
Wednesday 3<sup>rd</sup> August 2011 between 1.30pm - 4.45pm  
Thursday 4<sup>th</sup> August 2011 between 8.30pm - 4.30pm  
Friday 5<sup>th</sup> August 2011 between 8.30pm - 3.30pm

**Erne Hospital:**

In the Erne Hospital ID Cards will be issued on the afternoon of the induction during signing of your contract, please attend Medical Education Centre.

**T&F Hospital:**

In T&F Hospital ID Cards will be issued on Thursday 4<sup>th</sup> August from 2.00 pm during signing of your contract, please attend Personnel Department.

**WHSCT Sick Policy**

As you might be aware, it is now mandatory for each Trust to collect information regarding absenteeism for NIMDTA and specialty schools for all trainees. There are potential training implications if a doctor was to miss more than a specified period in training in any given attachment. It is also part of Terms and Conditions at Trust level that any period of illness or absenteeism is reported to Medical Personnel by the doctor directly.

It has become apparent that a number of junior doctors have been absent from work without Medical Personnel being formally notified. This means our records are incomplete and the trainee is in breach of trust policy in this regard. It may also have implications at ARCP re-accreditation.

All junior staff need to be aware of not only Trust Guidelines but also NIMDTAs recommendations as regards absenteeism. Trainees that fail to inform Medical Personnel during periods of absenteeism/illness will be required to explain this to their Education

Supervisor or Clinical Lead and concerns raised maybe required to be shared with specialty schools and NIMDTA".

### Clinical Supervisors

You will be allocated a Clinical Supervisor within 2 weeks of your new post. An email will be forwarded to you from Medical and Dental Education. If you do not receive an email or if the information is different to that given to you by your Department, please get in touch with Medical and Dental Education as above.

### Appraisal Meetings with your Clinical Supervisor

All junior doctors must ensure that appraisal meetings are held with their Clinical Supervisor at the beginning and middle of each attachment, with appropriate development of a personal learning plan and also must ensure that a final assessment meeting takes place towards the end of the post to review educational achievements.

The responsibility for organising this meeting lies with you as trainee and the obligation to carry out these appraisals and assessments rests with the supervisor of the post.

You must meet with your Clinical Supervisor to ensure you complete the mandatory requirements for training as outlined by your College/Specialty Training School. Please ensure you are fully conversant and up-to-date with this process and that you meet with your Clinical Supervisor, as failure to complete the process will result in a failure to progress through specialty training. Your Clinical Supervisor can update you or assist should you have any specific questions.

Please inform the Medical and Dental Education Office (contact details above) of the date of this meeting for our records.

### IT Training

As in any NHS Trust there are many computer systems in operation in the Western Trust. Many are only relevant to a particular department and will have no impact on you.

However, the main system that most staff use in the Western Trust is the *Patient Administration System (PAS)*. Within this system there is a module called *Order Communications (OCM)* through which many services are placed for our Inpatients. The main one affecting Medical Staff is the ordering of Radiology examinations. The *Patient Centred System (PCS)* is also used at ward level for discharge.

For **Altnagelvin Hospital** an IT training schedule will be enclosed in your induction pack from Medical and Dental Education which you will receive on induction. If you cannot attend your allocated session or have any other queries regarding IT training/systems please contact Mrs Brigid Mc Carron, IT Department, on ext 217213. Please note that you will require your National Insurance number for allocation of a unique user account with your own personal login and password

For **Erne and T&F Hospitals**, you will be informed at induction of IT training arrangements.

Please note that as it is a disciplinary and criminal offence for staff to use other staff's passwords to place these orders, it is in your own best interest to contact IT.

### Annual/Professional Leave

As you will be aware, Trusts across the United Kingdom have experienced significant challenges in maintaining training and service commitments due to a shortage of junior doctors nationally and pressures arising from the European Working Time Directive. In order to ensure that service and training needs are met, you are encouraged to plan annual and professional leave well in advance during your time here.

If you are planning any significant leave throughout the new academic year, you are advised to book it well in advance during attachments. This includes your upcoming attachments in the Trust, as in all Departments there is a maximum number of personnel who can take leave on any one day.

In **General Medicine, Altnagelvin Hospital**, a leave diary will be held by Dr John Lindsay's secretary who is based in the medical secretariat. Sign and date your leave request and return the diary for safe keeping.

F1 doctors in **General Surgery, Altnagelvin**, please ensure you complete the leave diary which is held in the Medical and Dental Education office in the Clinical Education Centre, Altnagelvin Area Hospital.

### Junior Doctor Trust Representation

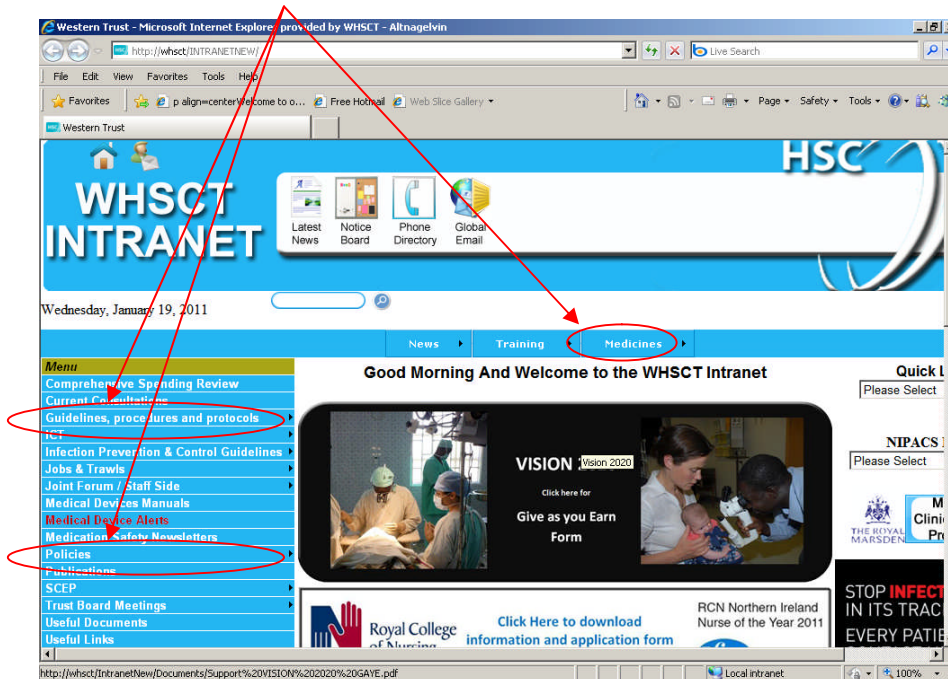
Medical and Dental Education and the Local Negotiating Committee (LNC) are looking for junior doctor representatives on their Committees to take issues pertinent to junior doctors to the Trust.

Anyone interested please contact Alison Heath on ext 3780 or email:

**[Alison.Heath@westhealth.n-i.nhs.uk](mailto:Alison.Heath@westhealth.n-i.nhs.uk)**

### Useful Resources/Reading

The Western Health and Social Care Trust (WSHCT) intranet is a useful link to all WSHCT **Guidelines, Procedures and Protocols**, as well as all WSHCT **Policies** and **Medicines Information**. The intranet can be accessed from computers on Trust sites through Internet Explorer as below.



Useful reading includes the following:

### Guidelines for the Management of Neutropenic Sepsis

These guidelines are available on the Trust Intranet as follows:

- ⇒ Guidelines, Procedures and Protocols
- ⇒ Acute Services
- ⇒ MANAGEMENT OF NEUTROPENIC SEPSIS

### Practical Diabetes for Doctors in Training

This will be available for those medical staff in Medicine in the Departmental Induction, but can also be accessed as follows:

- ⇒ Guidelines, Procedures and Protocols
- ⇒ Acute Services
- ⇒ Clinical Guidelines – Diabetes
- ⇒ PRACTICAL DIABETES FOR DOCTORS IN TRAINING

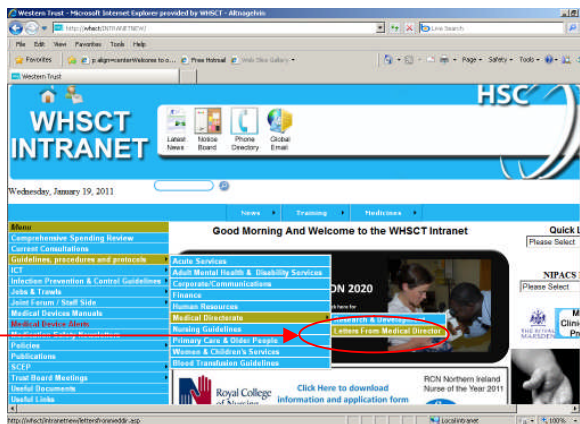
### Diabetes Inpatient Referral System User Manual

This manual has been emailed to all doctors and is available on the Trust intranet:

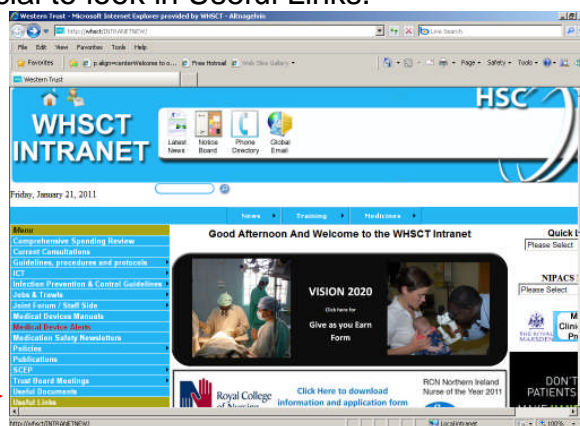
- ⇒ Guidelines, Procedures and Protocols
- ⇒ Acute Services
- ⇒ Clinical Guidelines – Diabetes
- ⇒ DIABETES INPATIENT REFERRAL SYSTEM USER MANUAL 2010

It is also useful to read letters from the Medical Director:

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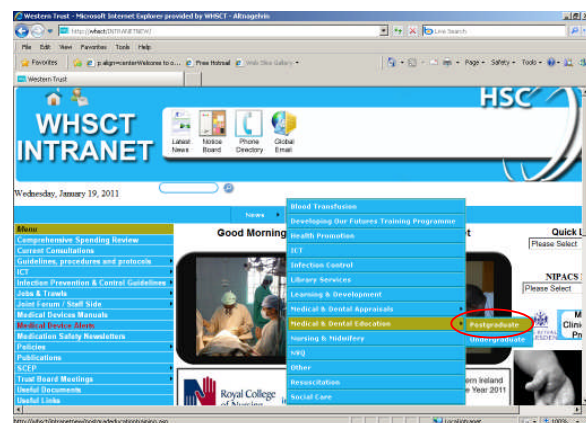


You may also find it beneficial to look in Useful Links.



Under 'B' in Useful Links you will find the Belfast Lab link and under 'U' you will find the Up-To-Date Online Website link.

The intranet is also a useful resource for information on Medical and Dental Education and Training. The weekly postgraduate education programme will be emailed to you each week and is also found under **Training** on the intranet as below. Also, when possible, the Foundation and Postgraduate Forum presentations may be available here.



Other resources available under Medical and Dental Education are:

### Pocketbook – A Tool for the Assessment of the Acutely Ill Adult

Medical and Dental Education have this year introduced a resource called “Pocketbook – A Tool for the Assessment of the Acutely Ill Adult”. This pocketbook can be found in printed form in your induction pack from Medical and Dental Education (except for F1 doctors who received it during FY0 placement). As a new resource, we would value your feedback and can be contacted through the details above.

### Medical Error – What to do if things go wrong: A Guide for Junior Doctors

This resource will be emailed to all junior doctors and it is also available on the Trust Intranet.

### A-Z Handbook for Doctors in Training

The Junior Doctor’s Handbook is included in your Medical and Dental Education induction pack and it is also available on the Trust Intranet.

### Obs & Gynae Handbook

This handbook will be available for Obs & Gynae medical staff in the Departmental Induction, but can also be accessed via Medical and Dental Education in the Postgraduate section as above.

## Appendix I – Induction Programmes

WHSCT Trust Induction programmes are videoconferenced via the following locations:

- Lecture Theatre 1, Multi-Disciplinary Education Centre, Altnagelvin Area Hospital
- Medical Education Centre, Erne Hospital
- DBS Conference Room, T&F Hospital

Hospital Site Specific Inductions follow immediately after the videoconferenced sessions.

**F1 INDUCTION PROGRAMME - ALTNAGELVIN HOSPITAL**

**Tuesday 2<sup>nd</sup> August 2011**

Lecture Theatre 1, Multi-Disciplinary Education Centre, Altnagelvin Area Hospital

Video linked with:

Medical and Dental Education Centre, Erne Hospital and DBS Conference Room, T&F Hospital

Time	Presentation	Presenter
9.00am	Registration	
<b>Trustwide Induction - Videolinked between Northern and Southern Sectors</b>		
9.15am	Trust Welcome	<b>Altnagelvin Hospital:</b> Mr Alan McKinney <i>Divisional Clinical Director</i>
9.25am	Library Services	<b>Altnagelvin Hospital:</b> Rosina Doherty-Allan <i>Trust Librarian</i>
9.35am	<ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Governance</li> <li>• Risk Management</li> </ul>	<b>Altnagelvin Hospital:</b> Therese Brown <i>Head of Quality &amp; Safety</i>
9.45am	Pharmacy Department: Safe Prescribing	<b>Altnagelvin Hospital:</b> Daryl Connolly/Pharmacist <i>Medicines Governance Pharmacist</i>
9.55am	Antimicrobial Guidelines	<b>Altnagelvin Hospital:</b> Dr Christopher Armstrong <i>Consultant Medical Microbiologist</i>
<b>Altnagelvin Area Hospital - Site Specific Induction</b>		
	Coffee	
10.25am	Foundation Year 1	Dr Paul Baylis <i>Foundation Programme Director</i> Dr Damien Armstrong <i>F1 Educational Supervisor</i>
10.55am	Hospital at Night	Raymond Jackson <i>Hospital at Night Clinical Co-ordinator</i>
11.05am	Laboratory Services	Dr Mark Lynch <i>Consultant Clinical Chemist</i>
11.15am	Radiology Department	Dr Seamus Brady <i>Consultant Radiologist</i>
11.25am	Stroke in Altnagelvin	Dr Enda Kerr <i>Consultant Physician, COE</i>
11.35am	Occupational Health	Dr Rodney Gamble <i>Consultant Occupational Health</i>
11.45am	GP Perspective	Dr Martin McCloskey <i>General Practitioner</i>

**After Induction you are advised to attend the Medical HR Department on the ground floor of the Hospital to complete the HR process for payment of salary.**

**F1 INDUCTION PROGRAMME - ERNE HOSPITAL**

**Tuesday, 2nd August 2011**

Erne Hospital, Medical Education Centre

Videolink: MDEC LT1 Altnagelvin Hospital MDE Centre to Erne Hospital Medical Education Centre - 9.00am – 9.50am

Time	Presentation	Presenter
9.00am	Registration & Coffee	
9.15am	Trust Welcome	<b>Altnagelvin Hospital:</b> Dr Anne Kilgallen, <i>Medical Director</i>
9.25am	<ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Governance</li> <li>• Risk Management</li> </ul>	<b>Altnagelvin Hospital:</b> Therese Brown, <i>Head of Quality &amp; Safety</i>
9.35am	Library Services	<b>Altnagelvin Hospital:</b> Rosina Doherty-Allen, <i>Trust Librarian</i>
9.45am	Pharmacy Department: Safe Prescribing	<b>Altnagelvin Hospital:</b> Daryl Connolly, <i>Medicines Governance Pharmacist</i>
9.55am	Antimicrobial Guidelines	<b>Altnagelvin Hospital:</b> Dr Christopher Armstrong <i>Consultant Medical Microbiologist</i>
10.15 am <b>Coffee/Tea</b>		
<b>ERNE HOSPITAL SITE SPECIFIC INDUCTION – ERNE MEDICAL EDUCATION CENTRE</b>		
10.30am	<ol style="list-style-type: none"> <li>1. Training Tracker Modules - Completion &amp; Passwords</li> <li>2. Hyponatraemia – Website &amp; NIMDTA requirements</li> <li>3. Medicines Governance Certificate &amp; Website</li> <li>4. Western Trust Mandatory Training Certificates: ILS, ALERT, Infection Control, Haemovigilance Competency Tests</li> <li>5. Introduction to Foundation E-portfolio – Login/Passwords</li> <li>6. Foundation Programme Director</li> <li>7. Educational Supervisor</li> <li>8. FY1 Clinical Supervisor</li> <li>9. E-portfolio Update Meetings</li> </ol>	Dr Jarlath O'Donohoe, Foundation Programme Director
11.00 am	Ward Management - Patient Flow	Sister Jacki Teague, Patient Flow Co-ordinator
11.15am	Discharge Summary	Dr Geoff Mulligan, GP Erne Health Centre
11.25am	Anaesthetics Department Information Session	Dr T Auterson, Consultant Anaesthetist
11.35am	Pharmacy Department	Anne Smyth, Pharmacist, Erne Hospital
11.45pm	Laboratory Services	Rosalind Graham, Laboratory Services
12.00noon	Occupational Health	Dr Burges, Occupational Health Physician
12.10pm	Radiology Department	Representative, Consultant Radiologist
12.30pm	Blood Gas Machine Demonstration – MSAU	Lewis Quinn, Technician

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<b>12.45pm Lunch – Erne Hospital Restaurant</b>		
1.30pm	Personnel Department – <b>Venue: Medical Education Centre</b> Signing Contracts, Photo ID	<b>Eleanor Connor, Medical Personnel</b> Lorna Warnock, Medical Personnel
2.00pm	Patricia McGlinn, Manager, Medical Personnel will be available to answer queries regarding Relocation/ExcessTravel Claims and EWTD Rotas, Annual Leave and Sickness Absence Procedures	
	<b>Bleep Collection, Medical &amp; Surgical Department FY1 Rotas</b>	
Date to be arranged	Prescribing Training Session	<b>Barry Keenan, Pharmacist</b>

**Medical Ward Induction** – Thursday, 4<sup>th</sup> August 2011, 1.00pm – Venue: Medical Education Centre

**Surgical Ward Induction** – Friday, 5<sup>th</sup> August 2011, 1.00pm – Venue: Medical Education Centre

**F2/ST/SpR INDUCTION PROGRAMME - ALTNAGELVIN AND GRANSHA HOSPITALS**

**Wednesday 3<sup>rd</sup> August 2011**

Lecture Theatre 1, Multi-Disciplinary Education Centre, Altnagelvin Area Hospital

Video linked with:

Medical and Dental Education Centre, Erne Hospital and DBS Conference Room, T&F Hospital

Time	Presentation	Presenter
8.30am	Departmental Welcome/Bleep Collection <i>Please pick up bleep and attend Ward or Department in which you will be working to meet Ward Staff/Consultant, discuss duties and rota cover.</i>	Department (Bleeps from Telephone Exchange)
9.00am	Registration	
<b>TRUSTWIDE INDUCTION - Videolinked between Northern and Southern Sectors</b>		
9.15am	Trust Welcome	<b>Altnagelvin Hospital:</b> Dr Anne Kilgallen <i>Medical Director</i>
9.25am	Medical and Dental Education Welcome	<b>Altnagelvin Hospital:</b> Dr Neil Corrigan <i>Director of Postgraduate Medical &amp; Dental Education</i>
9.40am	GP Perspective	<b>Altnagelvin Hospital:</b> Dr Martin McCloskey <i>General Practitioner</i>
9.50am	Safe Blood Transfusion Practice	<b>Altnagelvin Hospital:</b> Mary P McNicholl <i>Haemovigilance Practitioner</i>
10.00am	Infection Prevention & Control	<b>Altnagelvin Hospital:</b> Clare Robertson, IPCN <i>Infection Prevention and Control Department</i>
10.10am	<ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Governance</li> <li>• Risk Management</li> </ul>	<b>Altnagelvin Hospital:</b> Therese Brown <i>Head of Quality &amp; Safety</i>
10.20am	Pharmacy Department Safe Prescribing	<b>Altnagelvin Hospital:</b> Daryl Connolly/Pharmacist <i>Medicines Governance Pharmacist</i>
10.30am	Library Services	<b>Altnagelvin Hospital:</b> Rosina Doherty-Allen <i>Trust Librarian</i>
10.40am	Medical Personnel <ul style="list-style-type: none"> <li>• Rota Monitoring</li> <li>• European Working Time Directive &amp; Banding</li> <li>• Accommodation and Travel Allowances</li> </ul>	<b>Erne Hospital:</b> Patricia McGlinn <i>HR Manager</i> <i>Medical Staffing</i>
<b>COFFEE BREAK</b>		
<b>ALTNAGELVIN AREA HOSPITAL SITE SPECIFIC INDUCTION</b>		
11.05am	Stroke in Altnagelvin	Dr Enda Kerr <i>Consultant Physician, COE</i>
11.15am	Hyponatraemia	Dr Patrick Stewart

## Medical and Dental Education – Induction Booklet

		<i>Consultant Anaesthetist</i>
11.25am	Hospital at Night	Raymond Jackson <i>Hospital at Night Clinical Co-ordinator</i>
11.35am	Resuscitation	Ursula McCollum <i>Resuscitation Officer</i>
11.45am	Occupational Health	Dr Rodney Gamble <i>Consultant in Occupational Health</i>
11.55am	Antimicrobial Guidelines	Dr Christopher Armstrong <i>Consultant Medical Microbiologist</i>
12.05pm	Critical Care Outreach Service	Gerry McMenamin Dr Manav Bhavsar

**After Induction you are advised to attend the Medical HR Department on the ground floor of the Hospital to complete the HR process for payment of salary.**

**F2/ST/SpR INDUCTION PROGRAMME - ERNE HOSPITAL**

**Wednesday, 3<sup>rd</sup> August 2011**

Erne Hospital, Medical Education Centre

Videolink: LT1, Altnagelvin; MEC, Erne; DBS Conference Room, T&F

Time	Presentation	Presenter
9.00am	Registration	
9.15am	Trust Welcome	<b>Altnagelvin Hospital:</b> Dr Anne Kilgallen, <i>Medical Director</i>
9.25am	Medical and Dental Education Welcome	<b>Altnagelvin Hospital:</b> Dr Neil Corrigan, <i>Director of Postgraduate Medical and Dental Education</i>
9.40am	GP Perspective	<b>Altnagelvin Hospital:</b> Dr Martin McCloskey, <i>General Practitioner</i>
9.50am	Safe Blood Transfusion Practice	<b>Altnagelvin Hospital:</b> Mary P McNicholl, <i>Haemovigilance Practitioner</i>
10.00am	Infection Prevention & Control	<b>Altnagelvin Hospital:</b> Clare Robertson, <i>Infection Control Department</i>
10.10am	<ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Governance</li> <li>• Risk Management</li> </ul>	<b>Altnagelvin Hospital:</b> Therese Brown, <i>Head of Quality &amp; Safety</i>
10.20am	Pharmacy Department Safe Prescribing	<b>Altnagelvin Hospital:</b> Daryl Connolly/Brendan Moore, <i>Medicines Governance Pharmacist</i>
10.30am	Library Services	<b>Altnagelvin Hospital:</b> Rosina Doherty-Allen, <i>Trust Librarian</i>
10.40am	Medical Personnel <ul style="list-style-type: none"> <li>• Rota Monitoring</li> <li>• European Working Time Directive &amp; Banding</li> <li>• Accommodation and Travel Allowances</li> </ul>	<b>Erne Hospital:</b> Patricia McGlinn, <i>HR Manager, Medical Staffing</i>
10.50 am	<b>Erne &amp; T&amp;F Hospital only</b> - F2 Eportfolio, Update Meetings etc –	Dr P Manley, <i>Foundation Programme Director</i>
<b>ERNE HOSPITAL SITE SPECIFIC INDUCTION – Erne Medical Education Centre</b>		
11.00am	<i>Coffee Break</i>	
11.15am	Erne Hospital – Procedures, Intranet, Medical Education Programme, Training Tracker Passwords	Mr Mark Grannell, Associate Director of Postgraduate Education (Southern Faculty)
11.30am	Discharge Summary	Dr M Toland, GP Erne Health Centre
11.45am	Laboratory Department	Rosalind Graham, Laboratory Services
12.00pm	RESUS Department	Colin Robinson, Resuscitation Officer
12.15pm	Occupational Health	Dr Burges, Occupational Health Physician
12.30pm	Anaesthetics Department	Dr T Auterson, Consultant Anaesthetist
12.45pm	Radiology Department	Representative, Consultant Radiologist
1.00 pm	Hospital at Night Update & Patient Flow	Ann McGurk H@N Co-Ordinator & Dr J Kelly, Consultant Physician & Geriatrician, Erne Hospital & Sr Jackie Teague, Patient Flow Co-ordinator

## Medical and Dental Education – Induction Booklet

<b>1.15 pm</b>	<b>Lunch - Erne Hospital Restaurant</b>	
2.00 pm	Personnel Department - Signing Contracts, Photo ID -Occupational Health Department Checks PAS Training	<b>Eleanor Connor</b> Lorna Warnock Pauline McKeon
3.40pm	Departmental Tour – Bleep collection at Hospital Switchboard Rota Arrangements	<b>Dr Shanker Singaravelu – Medical Department</b> Dr K Gasiey, Staff Grade – Surgical Department Dr S Cheruvilakam – Paediatric Department Dr Wael El Sergany – Obs & Gynae Department
	<b>Ward Induction Dates:</b> <b>Medical Department –4<sup>th</sup> August at 12.30pm</b> <b>Surgical Department –5<sup>th</sup> August at 10.00 am</b> <b>Obs &amp; Gynae Department - 5<sup>th</sup> August at 1.30 pm</b> <b>Paediatrics Department – 4<sup>th</sup> &amp; 5<sup>th</sup> August</b>	Dr Keegan, Consultant, Medical Education Centre Mr Dolan, Medical Education Centre Dr W El Sergany, Education Room, Maternity Ward Dr Mabrouk, Consultant, Paediatric Ward Education Room and RESUS Training Room

**F2/ST/SpR INDUCTION PROGRAMME – T&F HOSPITAL**

**Wednesday, 3<sup>rd</sup> August 2011**

Developing Better Services (DBS) Video Conferencing Room T & F Hospital (Near Cedar Villa)

Videolink: LT1, Altnagelvin, to MEC Erne Hospital and DBS Conference Room T & F Hospital

Time	Presentation	Presenter
9.00am	Registration	
9.15am	Trust Welcome	<b>Altnagelvin Hospital:</b> Dr Anne Kilgallen, <i>Medical Director</i>
9.25am	Medical and Dental Education Welcome	<b>Altnagelvin Hospital:</b> Dr Neil Corrigan, <i>Director of Postgraduate Medical and Dental Education</i>
9.40am	GP Perspective	<b>Altnagelvin Hospital:</b> Dr Martin McCloskey, <i>General Practitioner</i>
9.50am	Safe Blood Transfusion Practice	<b>Altnagelvin Hospital:</b> Mary P McNicholl, <i>Haemovigilance Practitioner</i>
10.00am	Infection Prevention & Control	<b>Altnagelvin Hospital:</b> Clare Robertson, IPCN <i>Infection Control Department</i>
10.10am	<ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Governance</li> <li>• Risk Management</li> </ul>	<b>Altnagelvin Hospital:</b> Therese Brown, <i>Head of Quality &amp; Safety</i>
10.20am	Pharmacy Department Safe Prescribing	<b>Altnagelvin Hospital:</b> Daryl Connolly/Brendan Moore, <i>Medicines Governance Pharmacist</i>
10.30am	Library Services	<b>Altnagelvin Hospital:</b> Rosina Doherty-Allen, <i>Trust Librarian</i>
10.40am	Medical Personnel <ul style="list-style-type: none"> <li>• Rota Monitoring</li> <li>• European Working Time Directive &amp; Banding</li> <li>• Accommodation and Travel Allowances</li> </ul>	<b>Erne Hospital:</b> Patricia McGlinn, <i>HR Manager, Medical Staffing</i>
10.50 am	F2 Eportfolio, Update Meetings etc – <b>Erne &amp; T&amp;F Hospital only</b>	Dr P Manley, <i>Foundation Programme Director</i>
<b>Coffee – Venue: Cedar Villa, Conference Room 1</b>		
11.00am		
11.30am	Welcome to Tyrone & Fermanagh Hospital <ul style="list-style-type: none"> <li>• Introduction to Department Psychiatric Services</li> <li>• Taking Psychiatric History</li> <li>• Mental State Examination</li> <li>• Safety for Trainees</li> <li>• Rapid Tranquillisation Protocol</li> </ul>	Dr T Flynn/Dr Stephen Moore/Dr Diana Cody Consultant Psychiatrists
<b>1.00pm</b>	<b>Lunch – T &amp; F Hospital Restaurant</b>	
2.00pm	RESUS Department	Mr Dermot Hughes, Resuscitation Officer
2.15 pm	Psychotherapy Training	Dr Catherine McDonnell, Consultant Psychiatrist Limavady Recovery Team

## Medical and Dental Education – Induction Booklet

2.45 pm & 3.45 pm	EPEX Training	<b>Library, Cedar Villa, T&amp;F Hospital</b>
2.45 pm & 3.45 pm	Hospital Tour, Bleep collection and Rotas	Dr Farooq Ahmad, Staff Grade
<b>4<sup>th</sup> August 9.30 am  11.00 am</b>	<b>Mental Health Order  Introduction to Addictions Unit: Addictions Unit, T &amp; F Hospital</b>	<b>Conference Room 1, Cedar Villa, T&amp;F Hospital Trainer: Christine Freeburn  Dr Scott Payne, Consultant</b>

**Thursday 4<sup>th</sup> August 2011**

<p><b>2.00 – 4.00 pm – Venue – Medical Personnel Office, Tyrone &amp; Fermanagh Hospital</b></p> <p style="text-align: center;"><b>Personnel Department</b></p> <ul style="list-style-type: none"> <li>- Signing Contracts</li> <li>- ID Badge Photograph</li> </ul> <p>Enquiries relating to Occupational Health Department Checks – Contact Dr Burges – Ext 5395</p>	<p><b>Eleanor Connor, Medical Personnel</b> Lorna Warnock, Medical Personnel</p>
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**Training to be arranged:**

### Breakaway Training

Educare, Altnagelvin Hospital (Application forms available from Christine Anthony Ext 5109)

### Cardio-Pulmonary Resuscitation Training & Booking

Resuscitation Officer – Colin Robinson, Tyrone County Hospital, Sharon Bell,  
Resuscitation Administrator Ext 3279

**Fire Training Dates and Procedures** – Contact Lewis Boyd, Tyrone & Fermanagh Hospital Ext.5235

## Appendix II – Training Tracker Information

Training Tracker is a regional Mandatory Induction programme endorsed by the Directors of Medical Education in all the NI Trusts and the Northern Ireland Medical and Dental Training Agency. All trainees are required to complete mandatory induction training. The subjects have been chosen to reflect the Trust's obligation to deliver induction training on a number of subjects as part of their education/training governance arrangements. In line with the majority of Trusts across the UK, this will now be delivered as a web based programme rather than a day of lectures. The Training Tracker modules must be completed every 3 years.

As NIMDTA require the Trust to report on trainees completion of induction, failure to comply will result in notification to the appropriate School. In order to ensure completion of the training, NIMDTA will delay study leave applications in order to facilitate this process. In a pilot study involving a range of training grades, the modules took approximately 10 minutes to complete. However, if you wish to use part of your study leave to complete the programme, you can discuss this with your educational supervisor.

The modules to complete are the ones marked “mandatory to all Trusts”:

Fire safety	Consent	Data protection
Death certification	Reporting death to the coroner	Breaking bad news
Infection control	Child protection	Resuscitation
Safe prescribing	Insulin prescribing	Safe handover

Training Tracker can be found at the following web address:

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

An email containing your user name and password will be forwarded to you (please inform Medical and Dental Education if this is not received before induction).

### Contacts in Medical Education are:

Name	Designation	Contact Details
Ms Sinead Doherty	Senior Manager	028 7134 5171 Ext. 3044 Sinead.Doherty@westhealth.n-i.nhs.uk
<b>Northern Sector (Altnagelvin and Gransha Hospitals)</b>		
Ms Alison Heath	Administrator	028 7134 5171 Ext. 3780 Alison.Heath@westhealth.n-i.nhs.uk
Mrs Teresa Taggart	Assistant Administrator	028 7134 5171 Ext. 3780 Teresa.Taggart@westhealth.n-i.nhs.uk
Mr Sean Haslett Ms Lorna Donaghey Mrs Louise Temple	Clerical Officers	028 7134 5171 Ext. 3780 Medical.Education@westhealth.n-i.nhs.uk
<b>Southern Sector (Erne, T&amp;F and TCH Hospitals)</b>		
Mrs Christine McGovern	Administrator	028 6638 2050 Christine.McGovern@westerntrust.hscni.net
Mrs Doris Jackson	Assistant Administrator	028 6638 2608 Doris.Jackson@westerntrust.hscni.net

**Appendix III – WHSCT Card Access Authorisation Form**

SURNAME: \_\_\_\_\_ FORENAME: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STAFF NUMBER: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
CAR REG: \_\_\_\_\_  
AREAS OF ACCESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPIRY DATE OF CONTRACT: \_\_\_\_\_

AUTHORISED BY: Sinead Doherty, Senior Manager, Medical and Dental Education  
(Head of Dept)

**Completed application forms to be returned to: Site Management Department**

**FOR OFFICE USE**

SWIPE CARD NO: \_\_\_\_\_ DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

ID BADGING COMPLETED:

REPLACEMENT CARD:  1  2

**Appendix IV – Certificate of Completion of Mandatory Training Modules**

I understand that completion of mandatory training modules is a requirement for employment in the Western Health and Social Care Trust and completion of this form is a requirement of the Trust.

Please tick the appropriate responses in each section:

**1. Hyponatraemia:**

- a. I have completed the BMJ learning module and have a copy of the certificate with my portfolio.
- b. I have discussed this module with my education supervisor and we have agreed that this is not required due to my clinical workload.
- c. I will complete the module before the end of August 2011.

**2. Training Tracker:**

- a. This is the Trust mandatory web based induction programme and I am aware that I will not be eligible for study leave until I have completed this training.
- b. I have completed all the required modules.
- c. I will complete all the modules before the end of August 2011.

**3. Trust Induction Booklet:**

- I have accessed and read the Trust’s MDE induction booklet.

I understand that it is my responsibility to make the necessary arrangements to allow me to complete the Trust’s mandatory training modules.

I am aware that a false declaration in this respect will be regarded as a probity issue and may have serious consequences including disciplinary action and referral to the GMC.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
Department \_\_\_\_\_ Grade \_\_\_\_\_

**Please give this form to Medical and Dental Education staff at induction.**