



February 2020 – New Rotational Doctors Joining the Southern Trust

The Southern Trust would like to welcome you to your new post. Please see some important information below 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/recruitment/trust-hr-information/>

Please forward ALL these forms and supporting documents to the address below no later than **Friday, 24th January 2020**.

Documents can be scanned to any of the below email addresses in Core Medical HR Team or documents can be posted **Please ensure you put the correct postage on your envelope to secure delivery**

Medical HR Team
The Brackens
Craigavon Area Hospital
68 Lurgan Road
Portadown BT63 5QQ
Tel: 028 375 60106 / 60104 / 60103 / 60102

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.

Medical HR Team – Contact Details

Our new Medical HR Integrated Team

Core Medical HR Team

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

Malcolm Clegg, Medical Staffing Manager
Email: Malcolm.Clegg@southerntrust.hscni.net

Andrea McNeice, Medical Staffing Officer
Email: Andrea.McNeice@southerntrust.hscni.net

Niambh O'Hanlon – Medical HR Assistant
Niambh.ohanlon@southerntrust.hscni.net



Medical HR – Locum Team

Tracey Woods – eLocum System Administrator
Email - tracey.woods@southerntrust.hscni.net

Karen McStay – eLocum System Administrator
Email - karen.mcstay@southerntrust.hscni.net

Caoimhe Smith – Medical Locum Bank Assistant
Email - Caoimhe.Smith@southerntrust.hscni.net

Karen Haugh – Medical Locum Bank Project Officer
Email - Karen.Haugh@southerntrust.hscni.net

David Loughran – Medical Locum Admin Assistant
Email - David.Loughran@southerntrust.hscni.net

Catherine McCallum – Medical Locum Admin Assistant
Email - catherine.mccallum@southerntrust.hscni.net

Medical HR – Resourcing Team

Joanne McMullen – Medical Staffing Officer
Email - joanne.mcmullen@southerntrust.hscni.net

Andrea McIlkenny – Medical Staffing Recruitment Officer
Email - Andrea.McIlkenny@southerntrust.hscni.net

Lydia McCracken – Medical Staffing Officer
Email – Lydia.mccracken@southerntrust.hscni.net

Medical HR Team: The Brackens, Craigavon Area Hospital, 68 Lurgan Road, Portadown BT63 5QQ

Completion of Payroll Documentation

We understand that rotating between Trusts every 6 to 12 months and completing endless amounts of paperwork can be very frustrating. We will try to ensure this is as streamlined and efficient as possible.

Medical Staffing HR staff will be available at sign on 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 send ALL documentation to Medical Staffing PRIOR to changeover. Please bring the original identification document with you to sign on so that this can be checked by the Medical Staffing Personnel. A reminder list of the required documentation is provided below. This is essential to ensure we are able to make sure you are paid correctly.

Closedown for payroll is 13th February 2020. **Any documentation received on/after this date may result in you not getting paid at the end of February 2020.**

Date	Times	Grade of Staff/specialty	Location
Wednesday 4 February	11.00 – 13.00	All grades & specialties	Lecture Theatre, MEC, Craigavon Area Hospital
Wednesday 4 February	TBC	All grades & specialties	TBC

Relevant documentation for the sign-on process

List of Documents (which can be downloaded from NIMDTA website) to be forwarded to Medical Staffing now (PRIOR to commencing in post)

- Personal Information form
- Fitness to Practice Declaration
- Bank Automatic Clearance Form
- Starter Checklist (*in the absence of a P45*)
- Equal Opportunities Monitoring form
- Copy of Valid Photographic ID e.g. Passport / UK Drivers Licence
- Copy of HSMP/Tier 1 Visa (if applicable)
- Copy of evidence of National Insurance Number (e.g. P60/NI Card)

- Copy of most recent payslip from your current NHS Employer

(Please ensure to print off a most recent payslip from your current NHS employment – or a photocopy of a hard copy which you may have received in the post)

- **For Less Than Full-Time Trainees only** – copy of agreed rota

List of documentation to bring with you on your first day, to your sign-on to be check by the Medical Staffing Personnel:

- Original Photographic ID document (Passport / UK Driving Licence)
- Original HSMP / Tier 1 Visa (if applicable)

Trust Mandatory Training

The Trust has developed a website www.southerndocs.hscni.net which will provide you with details of Induction and Trust Mandatory Training requirements. **Password: jd2014**. If you have any difficulties accessing this website please email Eoin Daly, CAH (eoin.daly@southerntrust.hscni.net) or Sonia Ferris, DHH (sonia.ferris@southerntrust.hscni.net).

The website will provide you with all the relevant information you will need to know and complete as Junior Doctor with Southern Trust. It will outline your requirements:

- Before your Start
- Generic Induction information
- Specialty Induction information
- Online Induction Pack
- Your First Month

It is important that all elements are completed / attended and there is evidence of this. Evidence should be submitted prior to taking up post via the e-declaration within Southern Docs <http://www.southerndocs.hscni.net/southern-trust-junior-doctor-training-declaration/>.

If you have previously worked in the Southern Trust and require a copy of your previous training records please complete this form and a copy will sent to you <http://www.southerndocs.hscni.net/training-passport/>. After completion of mandatory training e-declaration you will be provided with a Southern Trust Training Passport.

TRAINING TRACKER

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

If you have previously worked in a Trust in Northern Ireland, you should already have a Training Tracker account. If you have forgotten your username and/or password, please contact:

Mr Eoin Daly, CAH at Eoin.Daly@southerntrust.hscni.net
Telephone: 028 37562102

OR

Mrs Lenore Peile, CAH at Lenore.Peile@southerntrust.hscni.net
Telephone: 028 37562103

OR

Mrs Sonia Ferris, DHH at Sonia.Ferris@southerntrust.hscni.net
Telephone: 028 37562690

Completion of Training Tracker should be renewed every 5 years, so if you have already completed this within this time period, you will not need to complete again. As Training Tracker was introduced in August 2009, some of your modules may have expired and need re-done. Please log onto your Training Tracker account to check completion dates – these will be required for the e-declaration.

If online induction is not completed by the end of February 2019 it will result in a delay in processing study leave until induction has been completed. Non-completion of online induction will be reported to your Associate Medical Director, so please ensure you give this your attention. Many thanks.

We hope you enjoy your Rotation in the Southern Trust