

**East Kent Hospitals University
NHS Foundation Trust**

William Harvey Hospital
<http://meded.ekhuft.nhs.uk/>

**Medical Student
Hand Book**



Smartcards:

If you have any problems with any Passwords (AD or Allscripts PAS) please ring the IT help desk on 01233 616161 for assistance; or ext. 723 6161 from any trust phone.

Please see below for details on how you can re-assign your smartcard, if this does not work then you will have to go to the Smartcard office on the ground floor near Endoscopy next to the discharge lounge. First make sure you have changed the given AD password to one of your own Here are the instructions for pairing:

Pairing your Smartcard



- Press CTRL + ALT + DELETE and click lock this computer.
- Insert your smartcard into the keyboard reader.
- Type in your PIN (smartcard PIN set at the end of the

- Type in your AD username & password. Click OK.
- Enter your PIN again when prompted.

This will complete the pairing process. After you have completed this step instead of entering your AD credentials each time you log in, you will be able to insert your Smartcard into a reader and enter your PIN. This will log you into the system. When you leave your workstation, simply pull the card out of the reader and it will log you out.

PLEASE NOTE: If you do not use your AD account or imprivata is not accessed for a period two months or longer, it will be deleted.

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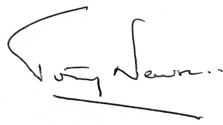
Welcome

Welcome to the William Harvey Hospital

The William Harvey Hospital is a busy district general hospital part of the East Kent Hospitals NHS University Foundation Trust the fourth largest Trust in England; providing a comprehensive range of acute services and specialities.

There is a strong tradition of undergraduate and postgraduate teaching with an undergraduate faculty well established. Medical Students are trained here from King's College London GKT School of Medical Education, St Georges University London and St Georges Medical School Grenada.

We aim to make your rotations at the William Harvey Hospital an excellent experience with good clinical exposure, excellent teaching and pastoral care to aid your development in all aspects of Medicine.



Dr Timothy Newson

Consultant Paediatrician with a special interest in Respiratory Disease

**Director of Undergraduate Medical Education for Kings College London GKT
School of Medical Education**



East Kent Hospitals University NHS Foundation Trust:






We care so that our values will shape how:

- People feel cared for as individuals
- People feel safe, reassured and involved
- People feel teamwork, trust and respect sit at the heart of everything we do
- People feel confident we are making a difference



People feel
cared for, **safe**,
respected and
confident we are
making a difference

East Kent Hospitals University NHS Foundation Trust, Education Centres Strategic Objectives

-  To be a centre of excellence for the provision of high quality, innovative and effective medical education, training and learning.
-  To recruit, retain and develop high quality trainees and staff.
-  To build effective working partnerships with clinical and non-clinical directorates, patients, the public and other stakeholders.
-  To maximise and develop the Medical Education Directorate facilities and resources to deliver a high quality and effective service.
-  To provide and develop ICT, Library and Medical Illustration services and support innovations in teaching and learning.

Meet the Team:

DUME



Dr Tim Newson
Tel: 01227 864027
Email: timothy.newson@nhs.net

HUME



Dr Vinit Shah
Email: vinit.shah@nhs.net

Undergraduate Administrator:



Brenda Harden
Tel: 01233 616717
Email: Brenda.harden@nhs.net
Mobile: 07972 858438

Induction

We feel it is very important that all our medical students are welcomed into the trust. To that end we have structured an induction programme carefully and with your needs firmly in mind.

On your first day you will meet with the Undergraduate Administrator.

At induction you will be given a brief presentation covering:

- Fire safety
- Internet & IT
- E-Learning
- Library
- Teaching & Absence
- Accommodation & Car Parking
- Dress Code (Bare below the elbow & No Jeans)
- Supervision
- Confidentiality
- Professionalism
- Health & Safety
- Local Area
- Support

Also at induction all students will be given a login to access any PC in the trust, plus logins for our Patient Centre system allowing you to look up patients details, test results etc. and EDN - electronic discharge.

If you do not have a Smartcard all students will be given one. To be allocated a Smartcard you will need to bring with you to Induction three forms of ID:-

- One photo ID plus two proofs of address (i.e. Passport plus bank statement and recent utility bill)
- Two photo IDs plus one proof of address (i.e. Passport and driving license and bank statement)

All students will be given 24-hour access to the library, student study room and the doctors mess (Sky Sports). Students can also book the clinical Skills Lab for use out of normal office hours.

Confidentiality

Issues such as patient confidentiality, health and safety, and protection of young people make it essential that proper procedures are followed in the preparation for work in hospitals.






Throughout the placement, it is also important that correct conduct is observed and that medical students are aware of the 'do's and don'ts'. Any confidential information that could identify or lead to the identification of an individual patient or member of staff, or information about the business of the Trust must not be discussed in arenas where they may be overheard. Such information must not be discussed with anyone outside of the Trust (unless given the authority to do so).

Confidential information includes all information relating to the Trust, its patients and employees. The Data Protection Act 1998 regulates the use of computerised information and paper records and the Computer Misuse Act 1990 makes it a criminal offence to gain access to unauthorised information on a computer system. The Trust is registered in accordance with this legislation, if it is found that an unauthorised disclosure has been made, there may be legal action taken

1. Justify the purpose
2. Do not use patient-identifiable information unless it is absolutely necessary
3. Use the minimum necessary patient-identifiable information
4. Access to patient-identifiable information should be on a strict need to know basis
5. Everyone with access to personal confidential data should be aware of their responsibilities.
6. Understand and comply with the law

Professionalism

Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served

-  Be Punctual
-  Dress appropriately
-  Meet deadlines
-  Do not use mobile phones on wards and clinics
-  Look after your accommodation

Dress Code

It is important that staff at all levels and disciplines including students, portray a positive and professional image and act as professional role models for patients and visitors.






It is also important that any clothing or accessories worn by students do not cause offence to patients, visitors or colleagues i.e. t-shirts with inappropriate logos, excess cleavage on view etc.

Jeans/Denim is not permitted






All clinical staff should be [bare below the elbows] when carrying out clinical duties with direct patient contact, this includes ward rounds.

All staff are required to adhere to this policy when entering clinical areas. The following contains key infection control elements that are compulsory.

Key requirements are:

-  Neck ties, if worn, must be removed or tucked in (other than bow ties) when delivering direct patient care.
-  Ideally wear short sleeved shirts or roll sleeves up above the elbow when delivering any hands-on care.
-  Cardigans, jumpers, sweatshirts etc must be removed prior to any clinical activity and patient contact.
-  Do not wear any hand jewellery/wristwatch apart from a plain wedding band (if desired/ appropriate).
-  Students must wear Identity badges at all times

Acceptable for work wear:

-  Skirts and dress.
-  Smart but casual trousers/city shorts - not denim.
-  V neck or round neck.
-  Low heeled/ flat shoes.
-  Short or long-sleeved shirts/blouses or polo shirts

Dress Code Standards for Clinical Areas



Roll long sleeves up or wear short sleeves.



Single wedding band only.



Tie back long hair.



Discreet stud earrings only.



Remove watches and jewellery.



Ties should not be worn.



Hats and surgical masks in theatres areas only.



No nail varnish, false nails or extensions should be worn in clinical areas.

Fire:

The fire alarm systems in this hospital are described as an addressable analogue system which provides the fullest information regarding the location of each component part.

William Harvey Hospital Spoken Text Sounders

“This is a fire alarm, please leave the building” – this spoken message is sounded in all non-ward areas. (This indicates that the alarm has been activated within your zone).

“Stage One Alert” indicates the alert has been activated within your zone.

“Stage Two Alert” indicates that the alarm has been activated in the building but not in your zone.





Laundry/Estates Department and Residential Blocks – Single Stage – Electric Bells
Continuous ringing – the fire alarm has been activated within your area.

Should you need to raise the fire alarm and you are unable to do so ring the hospital emergency number and inform the switchboard operator of the fire.

Emergency Number 2222

IF YOU DO NOT CONTACT SWITCHBOARD ON 2222 – THE FIRE BRIGADE WILL NOT ATTEND

Assembly Points:

-  Main visitors car park opposite Main Entrance
-  Main staff entrance car park
-  Outside “D” block staff residence
-  Channel Day surgery Car Park



MANUAL HANDLING

You are not required under any circumstances to lift patient's, members of the public or staff members during your time with the Trust.

Assistance should be sought from staff members who are trained to do this.



The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying.

If any of these tasks are not carried out appropriately there is a risk of injury to you.



What do I have to do?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, the Trust would have looked at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury. Ask a member of staff in that department for the risk assessment.

For any lifting activity - Always take into account:

- Individual capability (*current health problems*)
- The nature of the load (*heavy, bulky, likely to move, etc.*)
- Environmental conditions (*space constraints, floor condition, etc.*)
- Current risk assessment (*consult Manual Handling Folder*)

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components



Good handling technique for lifting

- There are some simple things to do before and during the lift/carry:
- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance



Teaching

In addition to your personnel timetable you are also invited to attend the following lunchtime and early morning sessions: -

- Monday: - 13:00 ☐ Chest X-Ray MDM
- Tuesday: ☐ 13:00 ☐ FY1 Teaching
- Wednesday: ☐ 13:00 ☐ Grand Round (Not every week, please see weekly up-date for details)
- Thursday: ☐ 13:00 ☐ FY1 Teaching
- Friday: ☐ 08:00 ☐ A&E Teaching
 - 08:00 ☐ Surgery Teaching
 - 13:00 ☐ HCOOP MDM (Health Care of the Older Person)
 - 13:00 ☐ Lung Cancer MDM



WILLIAM HARVEY HOSPITAL EDUCATION LIBRARY

Welcome to the WHH Education Centre Library. We aim to make your time with us a happy and productive one and our role is to help and support you with your work and in your studies.

The Education Library is in the Education Centre. The library is the first on your right, as you come through the double doors at the top of the stairs. The library office is round to your left, 2nd office along.

Doors to the Centre and Library are controlled electronically, opening automatically at 8am and closing at 5pm (Library) and 6pm (Centre). Outside these hours, there is **24hr access** to registered members via the use of a library security key fob (see below).

Staff & Staffed Hours:

The WHH library is staffed by Jacqui Temple, senior library assistant and Susan Morrison, library assistant; in addition there is a Clinical Librarian, Mark Kerr, and the Knowledge Services Manager (KSM), Carla Wearing and Assistant KSM, Sally Symon, (both based in Canterbury) regularly work out of the library office.

The library is staffed and open for enquiries and book issues and returns from 9am – 5pm Monday to Friday. Weekends, Bank and Public holidays are not staffed.

In the Library

In the main library there are:

- Books and Journals
- Open Access computers (Trust or Guest login)
- 1 Network printer/copier
- Study places

There is a small Quiet Study Room in the corridor adjacent to the Library.

Mobile phones should not be used in the Library and we ask you not to bring food or drink in to the library – bottles of water are ok, but please be careful around keyboards and PCs..

Library Services:

We provide a library induction to all new groups of students to explain how we can support you during your time at WHH, and what resources you can access.

You need to register with the library to borrow books. The security fob provided for access to your residences can be activated to provide library out-of-hours access: just ask at the desk.

BOOKS

There are over 3,000 medical, nursing, health related, management and educational books held on site and many more across the Trust. You can borrow up to 6 books at any one time. The library catalogue is online www.southeastlibrarysearch.nhs.uk and searches our collection and all the libraries in the Kent, Surrey and Sussex region, allowing you to request books from over 20 hospital libraries. Books may NOT be borrowed outside staffed hours. Most books are issued for 28 days but there are also '14 day' and 'overnight' (reference) loans available. Overdue fines are charged at a rate of 10p per working day (we do send out reminders before books become due, and you can renew online, by email, by telephone or in person!). Books may be renewed twice if no reservation has been made.

JOURNALS

We take very few print journals now – our online subscriptions can be accessed with an NHS Athens login. Print journals may be photocopied but not removed from the library and are not available for loan.

Electronic Resources:

You can access our online resources – full text journals, healthcare databases, Anatomy.TV and others require an NHS Athens account and you are advised to self-register for an Athens username and password. There are guides and information leaflets at the counter describing what is available to you and how to find it. Please ask staff for details.

You can manage your library account online, with a unique User ID and PIN, ask library staff for yours when you register. Login to www.southeastlibrarysearch.nhs.uk to renew

reserve and request books and to see recent additions to stock. You can also request journal articles and literature searches as well as updating your details.

Contact details

Education Library, William Harvey Hospital,
Kennington Road, Willesborough, Ashford, Kent TN24 0LZ

01233 633331 x723 8413 (Library front desk)

01233 633331 x723 8414 (Library office)

ekh-tr.whhlibrary@nhs.net

www.ekhuft.nhs.uk/libraries

Student Faculty & Support

Undergraduate Faculty:

Director of Undergraduate Medical Education (DUME) □ Dr Timothy Newson

timothy.newson@nhs.net

Head of Undergraduate Medical Education (HUME) □ Dr Vinit Shah vinit.shah@nhs.net

Undergraduate Administrator (UGA) □ Brenda Harden Brenda.harden@nhs.net, (Phone 01233616717)

Director of Medical Education (DME) □ Dr Prathibha bprathibha@nhs.net

Medicine:

Dr Jane Fisher jane.fisher5@nhs.net

Dr David Hargroves david.hargroves@nhs.net

Surgery:

Mr Sanjoy Basu sanjoy.basu@nhs.net

Mr G Harinath gharinath@nhs.net

Mr Ashish Shrestha a.shrestha@nhs.net

Ashford is part of East Kent Hospitals; we also take medical students from St George's London, St George's International Medical School Grenada plus electives.

Students are welcome to become part of our community by engaging with their medical colleagues and take part in projects such as clinical audit.

We can support you if you wish to set up a film/poetry/book club

Become a student rep during you stay and become part of our Alumni, which has recently been set-up for our FY1 doctors who engage with the undergraduate programme.

The FY1 doctors will set up their own teaching programme for you, look out for emails and the weekly up-date sent out by the UGA.

The UGA has an open-door policy if you have any problems or just in need of a chat, the chaplain will always be happy to be contacted, the chapel is near the hospitals main entrance.

Bear in mind, it is very common for students to experience difficulties. This will only become a real problem if you DO NOT seek help.

Information Technology

Wifi is available within accommodation and the Hospital.
EK-Hospital Free Internet - Password: hospital

If you have any problems with equipment within the centre please speak to the Audio-Visual Technician Jonathan Powe.

If you have any problems with any Passwords (Novell or PAS) please ring the IT help desk on 01233 616161 for assistance; or ext. 723 6161 from any trust phone.

Site facilities

There is a Multi Faith Chapel near the Hospitals main reception; all students are welcome to attend.

There is Cost Coffee in the hospital's main reception area. (Show your ID badge for Hot drinks at £1 between 07:30 to 08:00)

The hospital's main restaurant is on the ground floor and offers a wide option of menus
Open Monday & Friday 07:30 to 18:00 and Saturday & Sunday 08:30 to 18:00

All Students are given 24/7 access to the Doctors mess which is located on the ground floor next to the restaurant

There is currently no cash machine on site, therefore we suggest you pop along to Tesco's
You can find Amazon lockers on the ground floor near the Arundel Entrance



There are weekly football sessions with HCOOP Consultant Dr K Li

.

Students are also welcome to use the Doctors Mess.

Accommodation:

On-Site Accommodation There is four bedrooms to a flat; each bedroom has a desk and clothes storage. There is a shared kitchen and bathroom in each flat and basic crockery, cutlery and cooking equipment. Duvets are provided.

There is an onsite pre-paid card operated launderette and a resident's lounge with a television. (Please see accommodation officer for laundry cards)



Please collect your keys on Saturday or Sunday before your attachment begins between 10:00 am and 4 pm from main reception in the main entrance.

If you have any accommodation questions/problems regarding accommodation email: - ekhuft.accommodationwhh@nhs.net

Or Phone the 24 hour help desk 01227 868766

N.B. EKHUFT has a no smoking policy



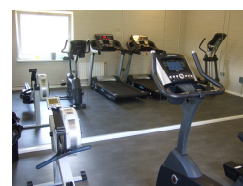
All students who bring their cars are entitled to a temporary parking permit, available from : <http://permits.paysmarti.co.uk/acct/eastkenthospitals>

DO NOT PARK IN "HOT PARKING"

The Gym

There is a small on-site gym for the use of Medical students, this is on the ground floor of block "D"

For access please see the Undergraduate Administrator



Really Useful Information

Blacksmiths Arms, Local pub and favourite with the FY1s. Offers vegetarian and vegan options

Opening hours of the Blacksmith Arms:

Sunday to Thursday 12:00 – 23:00

Friday to Saturday 12:00 - 24:00

Food Served between:

Sunday 12:00 – 16:00

Monday to Saturday – 12:00 – 12:30 and 18:00 – 21:00

There are other places to eat and play:

Local Tesco Supermarket within 10 minutes' walk. Offers good range of vegetarian, vegan, halal & kosher food. Open 24/7 (Sundays 10:00 – 16:00)

For great cheesy chips & Micro Brewery try the 'Tap Room' in the town centre.

Across the road from the Railway station visit the 'Curious Brewery' eat in the restaurant or take a tour of the brewery.

Visit Elwick Place within walking distance of the town centre for restaurants and Picturehouse Cinema

There are many restaurants in the area offering a vegetarian & vegan options, some are listed below are all within easy reach: -

- Everest Inn
- French Connection
- Trattoria Romana
- Po Thai
- Amici Restaurant
- Little Raj
- India House
- Aji Japanese Restaurant
- Pizza Express
- Beefeater



A favourite for shoppers is the Designer Outlet, open 7 days a week. 70 stores including Abercrombie & Fitch, Tommy Hilfiger, Gap, Jaeger, Kurt Geiger, Lindt, Radley & Ted Baker; all with discounts up 40% or higher during their sales.

There are 11 restaurants including Pizza Express, Patisserie Valerie, Subway and Wagamama's

All this just a short drive away, or get a bus to the train station and it's just a couple of minutes' walk.

Eureka Park, either drive (M20 J9) or get a bus to the Eureka Park for Cineworld Cinema, Pizza Hut, Chiquito's, Nando's plus other restaurants.

Remember to ask for a student discount in the cinema and many of the restaurants

Want to keep fit? There are plenty of opportunities at one of the local Gyms. Student discounts at The Stour Centre and Julie Rose, other gyms are:-

- On-Site
- Bannatyne's 0822 248 3702
- Park Club 01233 229909
- The Gym 0844 384 3266
- Julie Rose 01233 613131
- The Stour Centre 01233 663503

Fancy Bowling? Then visit the Hollywood Bowl in Ashford town centre open 10:00 – 22:30. Midnight on Friday and Saturday

Doctors

If you need a doctor go to: <http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

Dentist

In an emergency contact Dental Line on **01634 890 300**.

This line is open 18:00 – 22:55 seven days a week and 08:30 – 13:25 weekends and Bank Holidays

ASSISTANTSHIPS IN MEDICINE AND SURGERY - REQUIREMENTS AND RESPONSIBILITIES

A. AIMS

Assistantship posts provide students with the opportunity to improve their clinical skills and obtain direct experience of practical procedures likely to be useful in their Foundation Year 1 (F1) appointment, i.e. they should take part in the clerking and management of in-patients and outpatients as well as acute emergencies in A&E. Students undertaking Assistantship posts should in essence work as the **Assistant to the Foundation Doctors on the firm (F1 and F2)** and contribute to the work of the team. In addition to commitments on the wards, and on emergency take, it is useful if possible to spend some time in outpatients and/or theatre.

It is hoped that the Assistantship experience will allow the student an insight into issues of communication, team-working and the skills required to facilitate a patient's recovery.

Learning should be predominantly self-directed, providing better preparation for the F1 year, as well as subsequent postgraduate and continuing medical education. Clinical and Educational Supervision is normally provided by the Consultant to whose F1 the student is attached.

With the changes in the roles adopted by F1 doctors compared to junior house officers, many now spend a substantial amount of time on the logistics of running the firm with other team members having more direct involvement in the assessment and management of patients. While the student will be attached directly to one F1 or F2 doctor, they should spend time with other members of the team to ensure that the full range of objectives outlined here are met.

B. CLINICAL TEACHERS WILL UNDERTAKE TO PROVIDE:

A range of general teaching/learning opportunities arising from student access to a broad spectrum of cases including:

- Working ward rounds with Consultants and junior staff (students should be involved in clerking; presenting their patients; demonstrating signs and background knowledge of the case); it is expected that students, with appropriate supervision, will undertake simple practical procedures such as venepuncture and insertion of venous cannulae;
- Acute emergency take experience; including experience at nights and week-ends;
- Bleep-free teaching sessions where students join F1s. With the evolution of clinical service, many firms with F1 doctors no longer participate in direct acute take with the implementation of Acute Medical and Surgical teams. Where this is the case, direct exposure to acute take should be provided by rotational attachment to the acute team's F1 doctor;
- Active student participation in meetings (including multidisciplinary clinical meetings; clinical audit; X-ray meetings, and Pathology);
- Other firm teaching/learning provided flexibly according to the opportunities available on the teaching firm (e.g. outpatient clinics; theatre sessions; speciality meetings; lectures, etc);
- Assessment - review by Consultant and junior staff of student's clerking, clinical skills (using the workplace based assessment proformas developed for this purpose) and general progress.

The teaching should be based around the training and teaching opportunities provided for Foundation Doctors. It is not intended for these attachments to have dedicated undergraduate-focused teaching sessions.

AREAS OUTSIDE STUDENT RESPONSIBILITY

Assistantship students should not initiate treatment for a patient on their own diagnosis, but should wait until the diagnosis and treatment have been confirmed by a qualified doctor. The doctor will determine the actual degree of supervision necessary for the various clinical procedures which they may undertake. The Consultant, who has overall clinical responsibility for his/her patients, will be responsible for ensuring proper supervision. Student clerking/notes should be clearly identified as such and reviewed by a qualified doctor.

Where, in exceptional circumstances, students assist in covering the work of an absent colleague they must be fully covered by a registered medical practitioner. When the firm is on take outside the normal working day a registrar/SHO should always be available.

Students should not under any circumstances sign prescriptions for any drugs, blood transfusion requests, death certificates or consent-to-operation forms.

Student may not initiate requests for diagnostic and remedial services, such as radiological examinations, pathology tests and physiotherapy. Some Trusts may have specific local mechanisms allowing AHOs to request a limited range of investigations but with a requirement to be countersigned by a qualified member of the medical team who takes responsibility for the request.

RESPONSIBILITIES OF HOSPITALS OFFERING ASSISTANTSHIP POSTS

1. CLINICAL TEACHING STAFF

- Each teaching firm normally requires in addition to the organising Consultant in charge at least two junior clinical staff. Hospitals are to ensure that job plans and contracts include sufficient time for teaching and supervising Assistantship students
- Assistantship Allocation: **One** per F1 maximum. Some will be allocated to F2 doctors where there are no Assistantship students allocated to F1 doctors in the firm, maintaining the one-to-one principle.

2. CLINICAL FACILITIES

- **Inpatient Beds** sufficient to permit each student access to a suitable range of patients per week.
- **Outpatient Clinics** of sufficient size to accommodate students.
- **Case mix and range** a busy A&E department fully supported by an adequate complement of beds across the specialities, together with an ITU should provide this facility.
- **Range of diagnostic and therapeutic procedures** should be available in the hospital(s), including X-ray and laboratory facilities.
- Sufficient experience of **Acute Emergency** cases.


3. NON-CLINICAL FACILITIES

- **Library** and study areas.
- Dedicated hospital **bleep for each Assistantship student**
- Dedicated hospital locker for each Assistantship student
- **Protective clothing**, including white coats as per standard Trust dress code.
- **Accommodation** (provided free of charge to students who will confirm arrangements locally and will act in a responsible fashion complying with local rules).
- Range of **catering** and **leisure** facilities.
- Provide each student with their own password for access to electronic medical records and ensure that students are aware of their responsibilities and the security arrangements relating to this. This must be available from the start of the attachment.
- Internet access with permitted use of the St George's University of London website and email.

Appendices

WHO Surgical Safety Checklist

(adapted for England and Wales)



National Patient Safety Agency
National Reporting and Learning Service

SIGN IN (To be read out loud)

Before induction of anaesthesia

Has the patient confirmed his/her identity, site, procedure and consent?

☐ Yes

Is the surgical site marked?

☐ Yes/not applicable

Is the anaesthesia machine and medication check complete?

☐ Yes

Does the patient have a:

Known allergy?

☐ No

☐ Yes

Difficult airway/aspiration risk?

☐ No

☐ Yes, and equipment/assistance available

Risk of >500ml blood loss (7ml/kg in children)?

☐ No

☐ Yes, and adequate IV access/fluids planned

TIME OUT (To be read out loud)

Before start of surgical intervention for example, skin incision

Have all team members introduced themselves by name and role?

☐ Yes

Surgeon, Anaesthetist and Registered Practitioner verbally confirm:

☐ What is the patient's name?

☐ What procedure, site and position are planned?

Anticipated critical events

Surgeon:

☐ How much blood loss is anticipated?

☐ Are there any specific equipment requirements or special investigations?

☐ Are there any critical or unexpected steps you want the team to know about?

Anaesthetist:

☐ Are there any patient specific concerns?

☐ What is the patient's ASA grade?

☐ What monitoring equipment and other specific levels of support are required, for example blood?

Nurse/ODP:

☐ Has the sterility of the instrumentation been confirmed (including indicator results)?

☐ Are there any equipment issues or concerns?

Has the surgical site infection (SSI) bundle been undertaken?

☐ Yes/not applicable

- Antibiotic prophylaxis within the last 60 minutes
- Patient warming
- Hair removal
- Glycaemic control

Has VTE prophylaxis been undertaken?

☐ Yes/not applicable

Is essential imaging displayed?

☐ Yes/not applicable

SIGN OUT (To be read out loud)

Before any member of the team leaves the operating room

Registered Practitioner verbally confirms with the team:

☐ Has the name of the procedure been recorded?

☐ Has it been confirmed that instruments, swabs and sharps counts are complete (or not applicable)?

☐ Have the specimens been labelled (including patient name)?

☐ Have any equipment problems been identified that need to be addressed?

Surgeon, Anaesthetist and Registered Practitioner:

☐ What are the key concerns for recovery and management of this patient?

PATIENT DETAILS

Last name:

First name:

Date of birth:

NHS Number*:

Procedure:

*If the NHS Number is not immediately available, a temporary number should be used until it is.

This checklist contains the core content for England and Wales

www.npsa.nhs.uk/nrls

Hand-washing technique with soap and water



Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



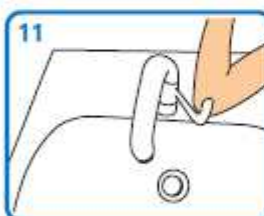
Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15-30 seconds

Health Hopper Bus Timetables (from 1st February 2014)

Pick up and drop off point at

KCH is the 1937 building

WHH it is the bus stop in the drive

QEQM St Peters Road old building reception

New service between RVH –WHH – BHD will pick up and drop off at the bus stop at the WHH and the front doors at the RVH and BHD please ring the driver to let him know you would like transport between the sites on 07795834225

RVH - WHH - BHD						
Service	Depart RVH	Arrive WHH	Depart WHH	Arrive BHD	Depart BHD	Arrive RVH
WL	09:00	09:25	09:35	10:10	10:45	11:10
WL	11:15	11:40	11:55	12:35	12:45	13:10
WL	13:15	13:40	14:20	15:00	15:30	16:00
WL	16:05	16:30	16:40			17:00

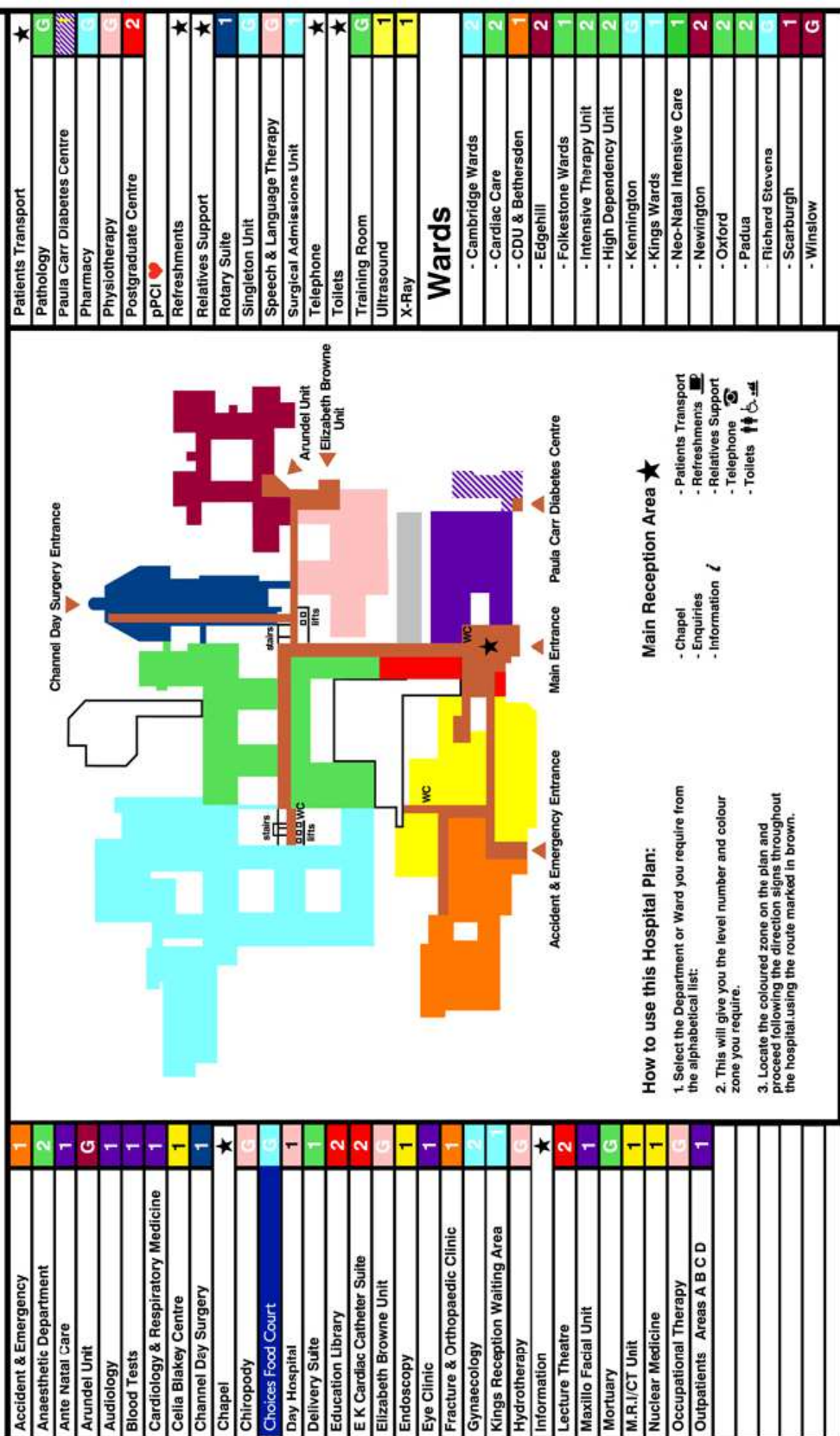
QEQM - K&C		
Service	QEQM Dep.	K&C Arr.
Q	08:00	08:45
Q	10:00	10:45
Q	12:00	12:45
Q	14:00	14:45
Q	16:15	17:15

K&C - QEQM		
Service	K&C Dep.	QEQM Arr.
Q	09:00	09:45
Q	11:00	11:45
Q	13:00	13:45
Q	15:00	15:45
Q	17:30	18:15

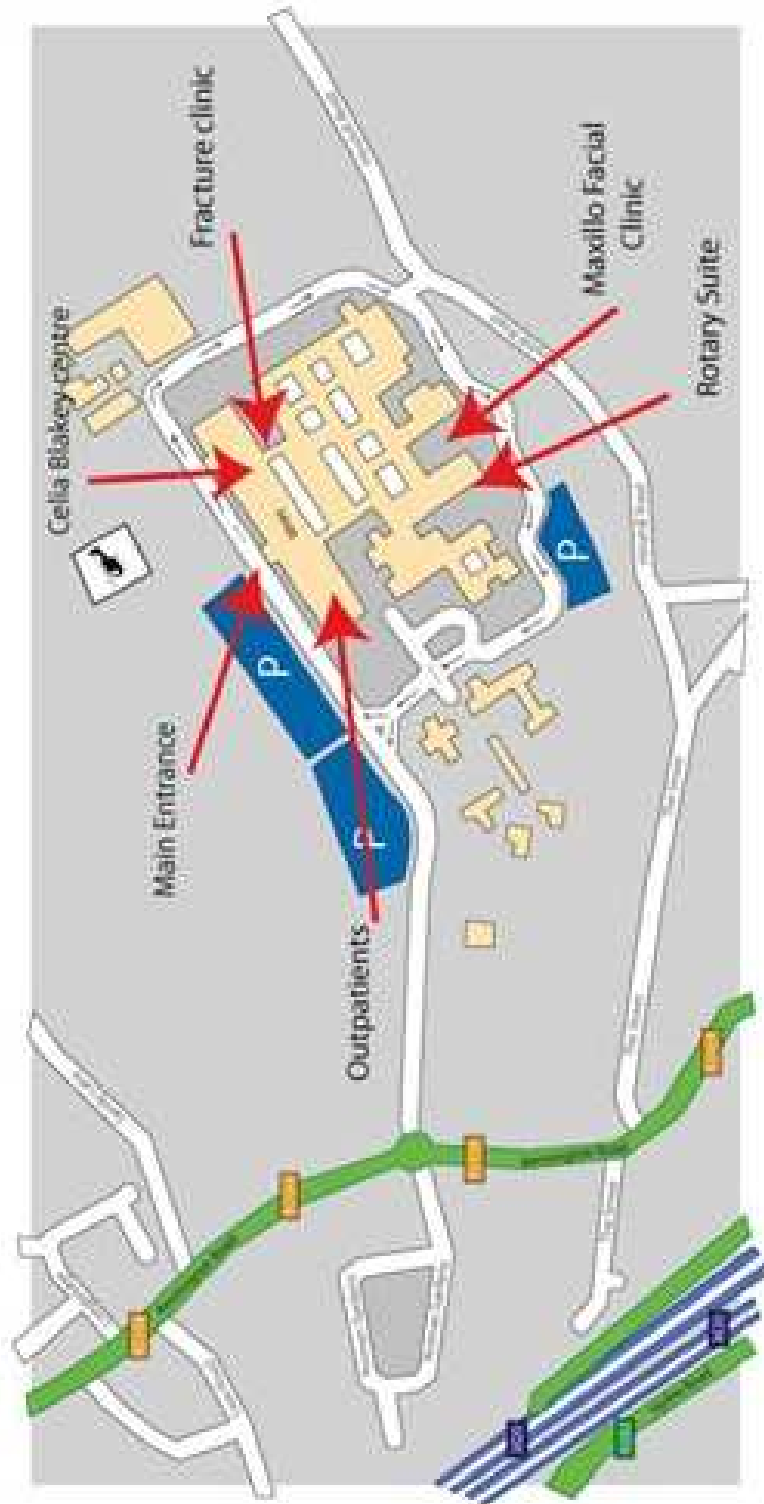
KCH - WHH		
Service	Depart KCH	Arrive WHH
K	08:00	08:30
W	08:45	09:15
K	09:30	10:00
W	10:15	10:45
K	11:00	11:30
W	11:45	12:15
K	13:15	13:45
W	14:00	14:30
K	14:45	15:15
W	15:30	16:00

WHH - KCH		
Service	Depart WHH	Arrive KCH
W	08:00	08:30
K	08:45	09:15
W	09:30	10:00
K	10:15	10:45
W	11:00	11:30
K	11:45	12:15
W	13:15	13:45
K	14:00	14:30
W	14:45	15:15
K	15:30	16:00

William Harvey Hospital Plan



William Harvey Hospital



Map showing the location of the Outpatients Department at the William Harvey Hospital.

Out & About

Eureka Park

By Car, Bus or Taxi

Just Off the M20 J9

An Oasis of Entertainment in Ashford:-

Cineworld

Bannatyne's Health Club

Burger King

Chiquito

Frankie & Benny's

KFC

Nando's

Pizza Hut

Subway

McDonald's

Beefeater

Gym's In Ashford

Bannatyne's

0844 248 3702

Park Club

01233 229909

The Gym

0844 384 3266

Julie Rose

01233 613131

The Stour Centre

01233 663503

Contours

01233 667120

**William Harvey Hospital
Kennington Road
Ashford
Kent
TN24 0LZ**



<http://meded.ekhuft.nhs.uk/>