

East Kent Hospitals University NHS Foundation Trust

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

Medical Student Hand Book





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 Kingls 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





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.
- 4 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





Dr Vinit Shah

Undergraduate Administrator:



Brenda Harden

Block Lead for Child Health



Dr Olubunmi Akinnawonu

Block Lead for Emergency Medicine



Dr Johnny Joy

Block Lead for Mental Health



Dr Richard Brown

Block Lead for Women[®]s Health



Mr Abhijeet Shah

Block Lead for Critical Care



Dr Christopher Toner

Undergraduate Administrator



Debbie Monticolombi

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 patient 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 doctor is 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 Idols and donlts. 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:

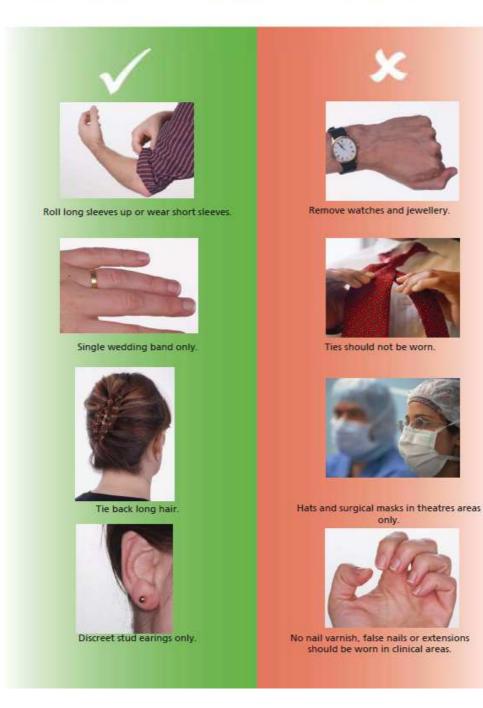
- Neck ties, if worn, must be removed or tucked in (other than bow ties) when delivering direct patient care.
- Ideally wear short sleeved shirts or roll sleeves up above the elbow when delivering any hands-on care.
- Cardigans, jumpers, sweatshirts etc must be removed prior to any clinical activity 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



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 I 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 I Single Stage I Electric Bells Continuous ringing I 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 \hfill The Fire Brigade will not attend

Assembly Points:

- ♣ Main visitors car park opposite Main Entrance
- ♣ Main staff entrance car park
- ♣ Outside IDI 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 I 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 I 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 <u>www.southeastlibrarysearch.nhs.uk</u> 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 1 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 I 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 <u>www.southeastlibrarysearch.nhs.uk</u> 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 Block Lead for Child Health Dr Olubunmi Akinnawonu Olubunmi.akinnawonu@nhs.net Block Leads for Emergency Medicine /Critical Care Dr Johnny Joy (A&E) johnny.joy@nhs.net and Dr Chris Toner (ITU) christopher.toner@nhs.net Block Lead for Womenls Health Mr Abhijeet Shah abhijeet.shah@nhs.net

TTF1 Lead I Dr Ameen Siddiqu ameensiddiqui@nhs.net

Mental Health (St Martins)

Block lead: Dr Richard Brown - <u>richard.brown12@nhs.net</u> Tel: 01227 459371 Undergraduate Administrator: Debbie Monticolombi -<u>debbie.monticolombi@nhs.net</u> Tel: 01227 812189

Ashford is part of East Kent Hospitals; we also take medical students from St George S London, St George Is 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 hospitals main reception area. (Show your ID badge for Hot drinks at £1 between 07:30 to 08:00)

The hospitals main restaurant is on the ground floor and offers a wide option of menuls

Open Monday & Friday 07:30 I 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 a currently no cash machine on, therefore we suggest you pop along to Tescols

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 ls 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: - <u>ekhuft.accommodationwhh@nhs.net</u> Or Phone the 24 hour help desk 01227 868766 **N.B.** EKHUFT has a no smoking policy



All students who briing 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 IDI



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 Japanse 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 Wagamamals

All this just a short drive away, or get a bus to the train station and its 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, Chiquitols, Nandols 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
- Bannatynels 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

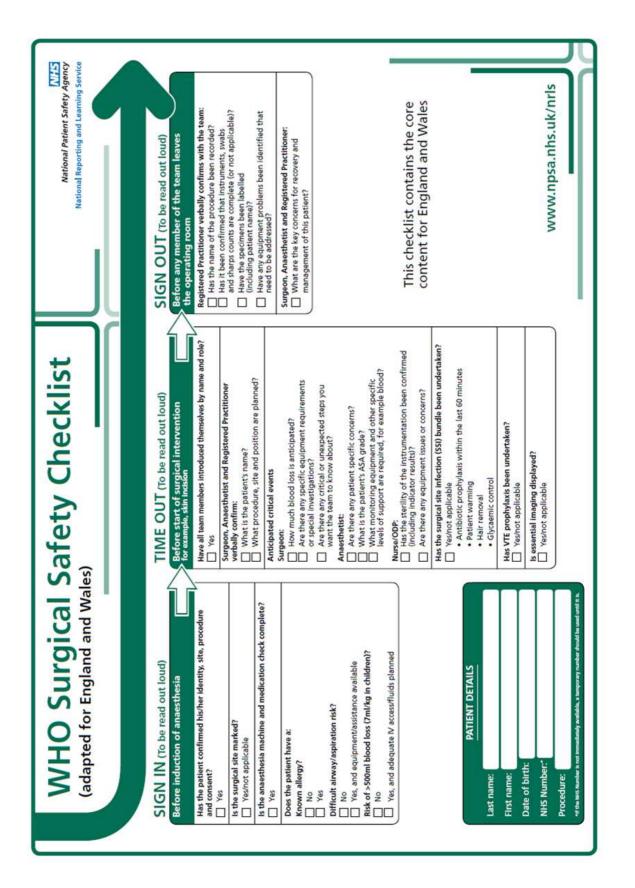
If you need a doctor go to: http://www.nhs.uk/Service-Search/GP/LocationSearch/4

Dentist

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

This line is open 18:00 ${\tt l}$ 22:55 seven days a week and 08:30 ${\tt l}$ 13:25 weekends and Bank Holidays

Appendices





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



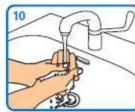
Rub each thumb clasped in opposite hand using a rotational movement



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



NHS National Patient Safety Agency



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Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

East Kent Hospitals University



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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

		RVI	1 - WHH - I	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

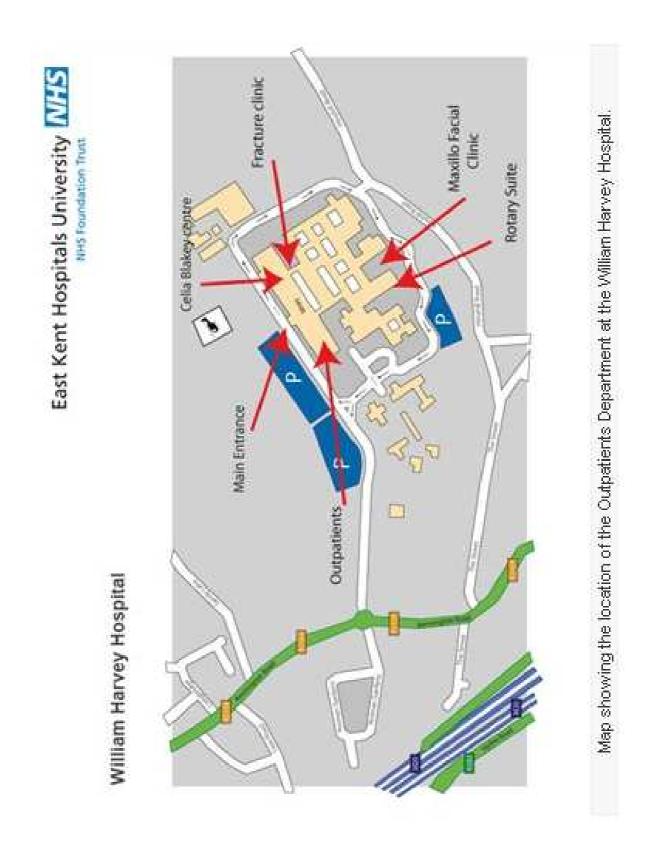
QEQM - K&C									
Service	QEQM Dep.	K&C Arr.							
Q	08:00	08:45							
Q	10:00	10:45							
Q	12:00	12:45							
Q	14:00	14:45							
Q	16:15	17:15							

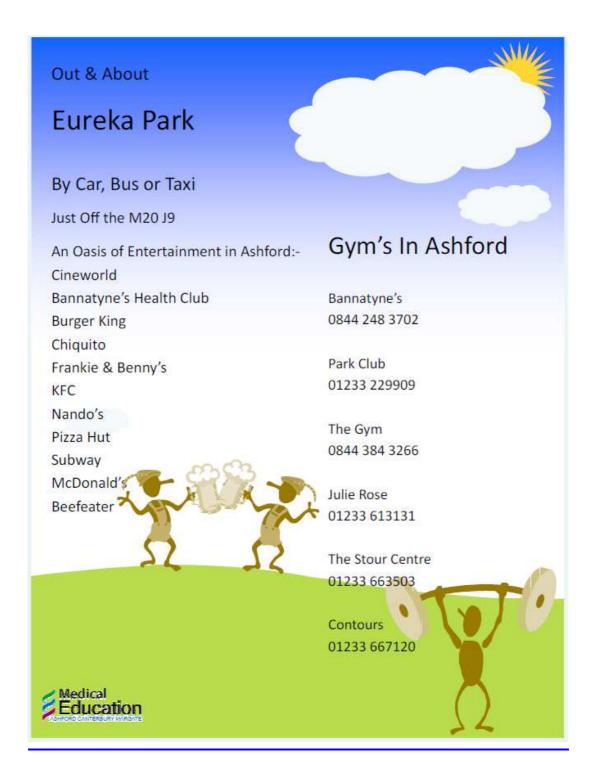
K	C - QEC	M
Service	K&C Dep.	QEQM Arr.
Q	09:00	09:45
Q	11:00	11:45
Q	13:00	13:45
Q	15:00	15:45
Q	17:30	18:15

	Depart	Arrive
Service	KCH	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

er	Depart	Arrive
Service	WHH	KCH
W	08:00	08:30
к	08:45	09:15
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nt Hospitals ^{NHS F}	William Harvey Hospital Plan		nance							Arundel Unit	Elizabeth Browne	ON								Paula Carr Diabetes Centre			+		- Patients Transport	- Relatives Support	- Toilets	! >		
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	Harve		1	1)				stairs	DODING	2				WC					Accident & Emergency Entrance			attal Dian.	spiral Plan:	r Ward you require from	vel number and colour		he on the plan and ction signs throughout	te marked in brown.	
	'illiam																			Ac			United to the High Control	How to use this hospital Plan:	 Select the Department or Ward you require from the alphabetical list: 	2. This will give you the level number and colour	zone you require.	3. Locate the coloured zone on the plan and proceed following the direction signs throughout	the hospital using the rout	
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		Accident & Emergency Anaesthetic Department	Ante Natal Care Arundel Unit	Audiology Blood Toolo	Cardiology & Respiratory Medicine	Celia Blakey Centre	Channel Day Surgery Chanel	Chiropody	Choices Food Court	Day Hospital	Delivery Suite	E V Configure Contration South	E K Cardiac Catheter Suite Elizabeth Browne Unit	Endoscopy	Eye Clinic	Fracture & Orthopaedic Clinic	Gynaecology	Kings Reception Waiting Area	Information	Lecture Theatre	Maxillo Facial Unit	Mortuary	M.R.I/CT Unit	Nuclear Medicine	Occupational Therapy					





William Harvey Hospital Kennington Road Ashford Kent TN24 0LZ



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