

**East Kent Hospitals University
NHS Foundation Trust**

**Medical Student
Hand Book**



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Welcome

Welcome to East Kent Hospitals, we aim to give you an excellent experience with good clinical exposure, excellent teaching and pastoral care to aid your development in medicine.

East Kent Hospitals University NHS Foundation Trust (EKHUFT) is one of the largest hospital trusts in the country, with more than 6,000 staff serving a population exceeding 700,000 and provides integrated patient care in East Kent with over 80 clinical specialties.

Established on 1st April 1999, EKHUFT has three acute hospitals at Canterbury, Margate, and Ashford, with smaller hospitals in Dover and Folkestone.

EKHUFT provides a popular and friendly destination for training doctors and medical students.




Kent & Canterbury Hospital – Canterbury (K&CH)



Queen Elizabeth Queen Mother Hospital - Margate (QEQM)

William Harvey Hospital – Ashford (WHH)


East Kent Hospitals University NHS Foundation Trust:



We care

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:

**Director of Medical Education
Dr Prathibha**



**Director of Undergraduate Medical Education
WHH & K&CH
Dr Tim Newson**



**Head of Undergraduate Medical Education
QEQM**

Dr Neil Goldsack



Undergraduate Administrators



**WHH
Brenda Harden**



**K&CH
Lisa Fletcher**

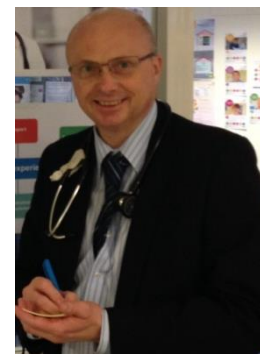


**QEQM
Alex Ashby**

Welcome to the Queen Elizabeth the Queen Mother Hospital

Dear Students,

We look forward to you joining us in Margate for your forthcoming clinical block. During your time here you will be supported by Alexandria Ashby, Undergraduate Administrator, Dr Neil Goldsack, Head of Undergraduate Education for QEQMH and a host of Consultant supervisors with vast experience of delivering the King's curriculum.



Our aim is to provide a placement experience where you will not only have a dedicated weekly timetable of activity but also additional opportunities to enhance your learning with peer teaching and support from junior doctors.

On induction day you will be welcomed by Alexandria Ashby, Undergraduate Administrator and given a full induction morning. Our Mess President and Foundation Reps will also be on hand to provide you with a warm welcome and overview of the sports and social events that you can become a part of, including a 'welcome evening' to help you settle-in.

Our dedicated team will help to ensure that your educational needs are met and that you are supported during your stay.

We are confident that you will benefit from your time here and have an enjoyable stay.

Dr Neil Goldsack
Respiratory Consultant
Head of Undergraduate Medical Education
Queen Elizabeth the Queen Mother Hospital



Alexandria Ashby
Undergraduate Administrator, QEQM
E: Alexandria.ashby@nhs.net
Tel: 01843 225544 - Ext 725-5192
DD: 01843 235192
Mob: 07891213106 (office hours only)

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's 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's mess (Sky Sports). Students can also book the clinical Skills Lab for use out of normal office hours.

Joining Instructions

Welcome to the QEQM Hospital

On your first day:

Please report to the Education Centre as advised and report to Alexandria Ashby

Bring your Student ID, Forward your Serology and student health declaration to occupationalhealth.kch@nhs.net. You cannot start your placement without this.

HOW TO FIND US

By Car:

QEQM can be reached via the M2/A299 from London using the A28 and A255 as you approach.

www.theaa.com/route-planner/index.jsp

By Train:

Margate is reachable by the high speed rail link from London. The Hospital is located about a 20 minute walk, and 15 minute car journey away.

You can call a local taxi company to collect you from the station : 01843 333 333

By Local Bus - Thanet Loop Stagecoach – from Margate, Cliftonville, Broadstairs, Dumpton Park and Ramsgate. The Thanet Loop is the easiest way to get to the hospital from within Thanet. Buses run every 7 minutes during the daytime, every 15 minutes during the evening and every 10 minutes on Sundays. www.stagecoachbus.com/QEQM.aspx

PARKING

Parking Permits can be purchased online:

<http://permits.paysmarti.co.uk/acct/eastkenthospitals>

The Parking Attendant can be found in the blue parking hut at the front of the St Peter's Road car park. The attendant can be contacted prior to arrival on: - 07827 283 685.

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

✓	✗
 <p>Roll long sleeves up or wear short sleeves.</p>	 <p>Remove watches and jewellery.</p>
 <p>Single wedding band only.</p>	 <p>Ties should not be worn.</p>
 <p>Tie back long hair.</p>	 <p>Hats and surgical masks in theatres areas only.</p>
 <p>Discreet stud earrings only.</p>	 <p>No nail varnish, false nails or extensions should be worn in clinical areas.</p>

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

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 personal timetable and teaching schedules you are also invited to attend the following teaching sessions:-

Additional Optional Teaching Sessions			
Monday			
Title	Start Time	Finish Time	Room
F1 Teaching	13:00	14:15	Lecture Theatre
Tuesday			
Title	Start Time	Finish Time	Room
Paediatric Tutorial	13:00	14:15	Seminar Room 3
Geriatric Tutorial	13:00	14:30	Lecture Theatre
Wednesday			
Title	Start Time	Finish Time	Room
Medical X-Ray Tutorial	13:00	14:15	Seminar Room 3
F1 Teaching	13:00	14:15	Clinical Skills Lab
Thursday			
Title	Start Time	Finish Time	Room
Paediatric Tutorial	13:00	14:15	Seminar Room 3
Grand Round	13:00	14:15	Lecture Theatre
F2 Teaching	14:15	17:15	Lecture Theatre
Friday			
Title	Start Time	Finish Time	Room
Emergency Department Teaching - VC	08:00	09:00	Seminar Room 3
Core Medical Teaching	13:00	14:15	Seminar Room 3

LIBRARY

The onsite Library has access to thousands of online journals, hundreds of ebooks, and many evidence resources, they also have healthcare libraries at each of the three acute hospital sites, covering an extensive subject range from medicine, nursing, management, education, science, and other health-related areas. They offer article and book request services; literature searching; skills training in evidence searching, critical appraisal and statistics; computer access, free WiFi, and quiet study areas. The Library and its quiet room is also accessible 24hrs a day, you will need to collect a fob from the Library to be able to access it out of hours.

<https://www.ekhuft.nhs.uk/staff/library-services/>

Books

Each library holds a wide range of books on medicine, nursing, health related, management and education topics. You can search our online catalogue www.southeastlibrarysearch.nhs.uk on one of the library computers to see the complete stock of literature available at all three sites.

Journals

Each library keeps a wide range of medical, nursing, health, scientific and management journals. Search the online catalogue to see if a journal is held in the Trust libraries or if there is online access. A printed list is also available at the library counter. All libraries maintain a core journal collection and circulate specifically requested titles between sites. Journal articles may be photocopied in the library but journals should not be removed from the premises.

Computer facilities

PCs are available in the libraries for general use. They are open access (i.e. they do not require a logon) and offer Internet access, email, e-learning, literature searching and MS Office applications. Further PCs are available in student work rooms on each site. Black and white printing facilities are available in the libraries at 5p per sheet.

Netvibes

Netvibes is our current awareness portal for keeping you up to date with the latest healthcare information, tailored to different specialties, all in one place. Find top journals in your specialty, news feeds, useful links and more - all neatly packaged under a single tab for your convenience. www.netvibes.com/ekhuftlibrary

LOCATION

We are signposted as 'Clinical Library' on the main signage within the hospital and on a hanging notice located in the main corridor at the far entrance to the restaurant. At the rear of the restaurant there is a set of double doors leading to courtyard and signed Clinical Library. Remaining in the corridor go past the courtyard door, along the short corridor and through the next set of double doors which are also signed. The Library is located immediately to the left, down a small flight of steps for which there is a disabled lift available.

QEQM - CONTACT DETAILS:
Clinical Studies Library
Queen Elizabeth the Queen Mother Hospital
Ramsgate Road
Margate
Kent
CT9 4AN
Tel: 01843 225544 x725 3829
Fax: 01843 234373
Email: ekh-tr.geqmlibrary@nhs.net
Website: www.ekhuft.nhs.uk/libraries

Student Support

Margate is part of East Kent Hospitals, we take medical students from Kings College London, 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 All Scripts) please ring the IT help desk on 01233 616161 for assistance; or ext. 723 6161 from any trust phone.

Accommodation:

We have excellent on-site accommodation, which been arranged for you, please advise us if you no longer require a room. Please collect your room keys from the **Ramsgate Road Reception** on the Sunday before you are due to commence (or on the Monday if your starts date falls on a Bank Holiday). The main reception desk is open 24hr hours a day (accessible via A&E after 11pm). Please remember to bring some proof of ID with you.

All accommodation queries, flat sharing requests & special requests to:
ekhuft.accommodationqeqm@nhs.net

Each single bedroom has an en-suite bathroom with toilet facilities and shower. Furniture is provided in the form of a desk, single bed, wardrobe, shelving, side drawers and a desk chair. Free internet access is currently available, with Wi-fi fully installed in each flat. Separate wifi networks are available throughout the hospital.

Each kitchen is complimented with basic utensils, microwave, oven and fridge freezer. Linen is provided in each room, this comprises of sheets, duvet, pillows and towels. Each flat has an iron and ironing board, and a vacuum cleaner. There is also a shared lounge/diner. *There is weekly cleaning of the communal areas, and refuse is collected weekly. The cleaning staff do not however clean your room, this will be your own responsibility. A*

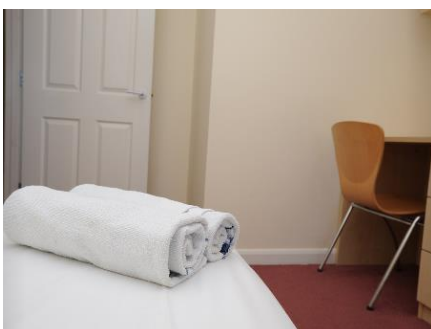
Accommodation is available for all medical students at approx. £16 per night (if not covered by your medical school).

EKHUFT has a no smoking policy

All students who wish to drive must purchase a car parking permit @ £5 per week;

All you need to do is visit the following web page:

<http://permits.paysmarti.co.uk/acct/eastkenthospitals>



Facilities Available:

Student Teaching Rooms – code access, available 24hrs

Clinical Skills Lab, available 24hrs - key needs to be collected, check availability

24hr access to Clinical Library - 16 PCs available (*collect fob*)

Free Wi-Fi networks in accommodation and across the hospital (EDU Roam available)

Additional out of hours teaching

Doctors Mess - free tea and coffee, bread etc. and activities (located at the back of the discharge lounge)

On site lockers

Multi faith chapel and prayer rooms

Site facilities

There is a small shop in the main reception; here you will also find Costa Coffee which sells various hot drinks and pastries. (Hot drinks £1, 07:30 – 08:00 with ID cards)

The Hospital restaurant on the ground floor sells various hot and cold meals.

There is a multicultural chapel; the Chaplain can also guide people as to where other places of worship are in the local community (temples, mosques, churches etc).

Useful Information

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.

Dentist Site Facilities

There is a small shop in the main reception; here you will also find Costa Coffee which sells various hot drinks and pastries. (Hot drinks £1, 07:30 – 08:00 with ID cards)

The Hospital restaurant on the ground floor sells various hot and cold meals.

There is a multicultural chapel; the Chaplain can also guide people as to where other places of worship are in the local community (temples, mosques, churches etc).

Students are also welcome to use the Doctors Mess

The Local Community

Margate has recently been described as one of the top ten places to visit in the UK!

It is surrounded by stunning beaches, glorious Kent countryside and many historic sites.

The area is supported by high-speed rail links to London. Margate's Old Town enjoys in a funky and slightly quirky vibe.

Here chic eateries, galleries, vintage shops and chilled-out cafes rub shoulders with traditional seaside delights: candyfloss stands; fish and chip shops; seafood stalls.

And nearby the reinvigorated Harbour Arm is home to stylish spots to eat and drink.

11 reasons to visit Margate:

<https://www.kentlive.news/whats-on/whats-on-news/11-reasons-margate-obviously-one-1363823>

What you can find in Margate

- Turner Contemporary Gallery
- Westwood Cross shopping centre - Multiplex/casino/gym/ restaurants
- 24hr Supermarkets on Westwood Road (Tesco/Asda/ Sainsbury's)
- Loop Bus - £4.10 per day (unlimited travel) The loop bus 'loops around Thanet'
- Plenty of local nightlife
- 20 miles from Canterbury
- Beaches and coastal cycle paths (bike hire)
- Escape rooms, dreamland, bowling, arcades, gaming emporiums, games bars and golf bars! Plus much, much more!
- Trendy Margate Old Town – plenty of shops and eateries,

https://www.tripadvisor.co.uk/Restaurants-g503912-Margate_Isle_of_Thanet_Kent_England.html

- Gaming Diner : <https://www.thedigidiner.com/>
- Dreamland : <https://www.dreamland.co.uk/>



Local Activities

- Netball on Mondays

Thursdays:

- Football
- Choir
- Late night pottery sessions
- Thirsty Thursdays



<https://www.visitthanet.co.uk/whats-on/>

[https://www.tripadvisor.co.uk/Attractions-g2413498-Activities-Isle of Thanet Kent England.html](https://www.tripadvisor.co.uk/Attractions-g2413498-Activities-Isle_of_Thanet_Kent_England.html)

Surrounding area's

Broadstairs and Ramsgate (15 minutes away by car)

Broadstairs, and the surrounding coastal towns of Ramsgate and Margate, has so much to offer visitors and residents alike: Blue Flag sandy beaches; traditional amusement arcades; contemporary art galleries; and a whole host of restaurants, cafes, bars and bistros.

[https://www.tripadvisor.co.uk/Attractions-g2413498-Activities-Isle of Thanet Kent England.html](https://www.tripadvisor.co.uk/Attractions-g2413498-Activities-Isle_of_Thanet_Kent_England.html)

Broadstairs

[https://www.tripadvisor.co.uk/Attractions-g635678-Activities-Broadstairs Isle of Thanet Kent England.html](https://www.tripadvisor.co.uk/Attractions-g635678-Activities-Broadstairs_Isle_of_Thanet_Kent_England.html)

Ramsgate

[https://www.tripadvisor.co.uk/Attractions-g186314-A2ctivities-Ramsgate Isle of Thanet Kent England.html](https://www.tripadvisor.co.uk/Attractions-g186314-A2ctivities-Ramsgate_Isle_of_Thanet_Kent_England.html)



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

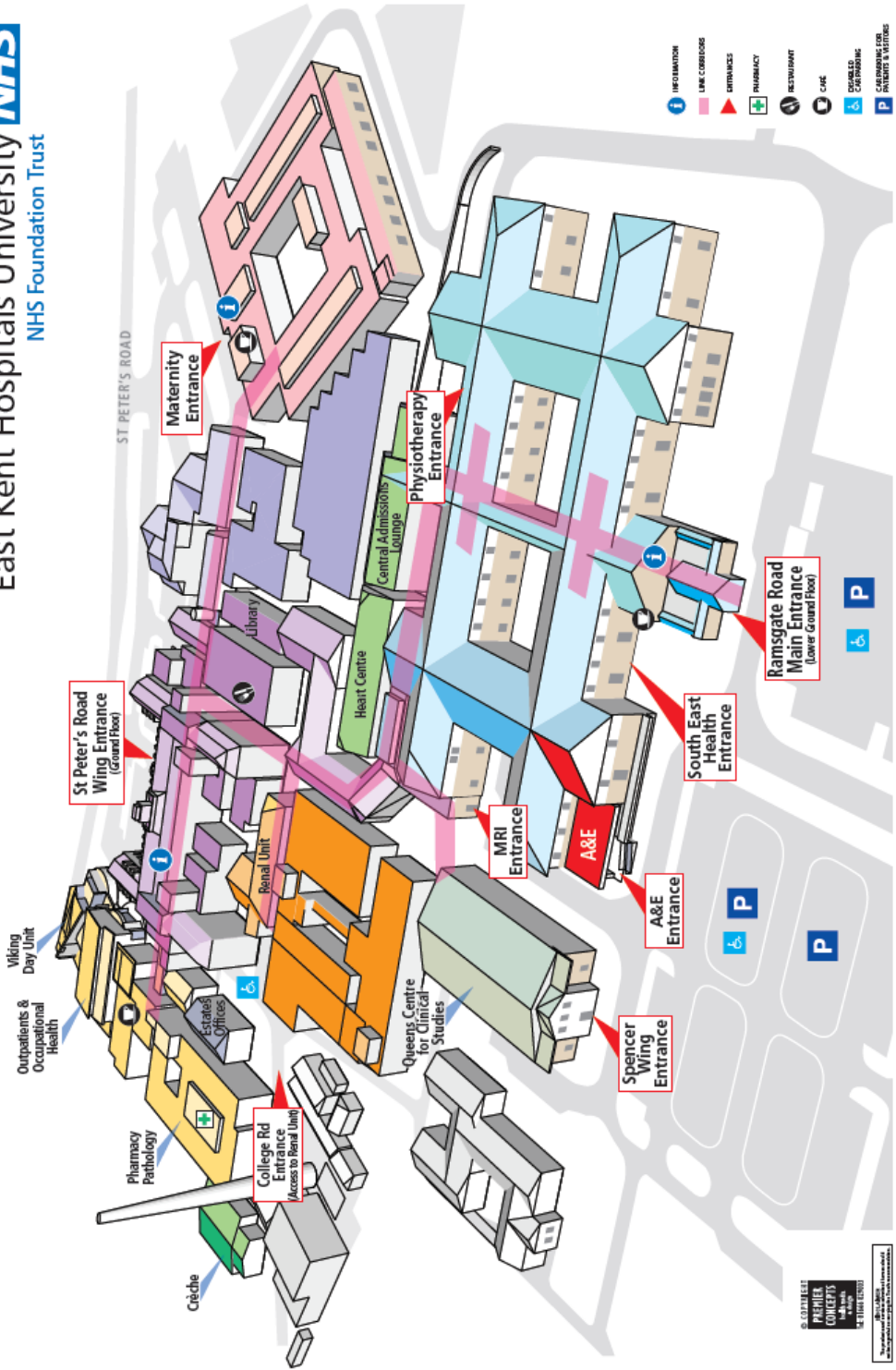
Welcome to

Queen Elizabeth, The Queen Mother Hospital



East Kent Hospitals University
NHS Foundation Trust

Department	Floor
A&E	LG
Anaesthetics	G
Anne Naxal Clinic	G
Audiology	G
Birchington Ward	G
Bishopstone Ward	G
Broadstairs Suite	LG
Café	LG
Café	LG
Café	LG
CCU (Critical Care Unit)	G
Central Admissions Lounge	G
Chapel of Rest	LG
Chapel of Rest (Private Patients & Friends)	LG
Chemical Decision Unit (CDU)	LG
Clinic	G
Day Surgery Theatres	G
Day Surgery Ward	1
Deaf Ward	1
Demerline	1
Diabetes Centre	1
Endoscopy	G
Estates Offices	G
Forewich Ward	LG
Friends Day Hospital	LG
High Dependency Unit (HDU)	G
Heart Centre	G
ITU (Intensive Therapy Unit)	G
Kingsgate Ward	G
Kitchen Block	G
Labour Suite	G
Library	G
Main Reception (Ramsgate Road Wing)	LG
Main Hospital (X-Ray)	LG
Medical Records (X-Ray)	LG
Medical Records	LG
Miscar Ward	LG
Motion Suite (Fracture Clinic)	LG
MRI Unit	LG
North Foreland Suite	LG
Occupational Health	LG
Occupational Therapy	LG
Outpatients Dept	LG
PALS	LG
Pathology / Blood Tests	LG
Pharmacy	LG
Physiotherapy	LG
Pre-assessment	LG
Queens Centre for Clinical Studies	LG
Queen Ward	LG
Rainbow Ward	G
Recovery Room	G
Rehabilitation Gym	G
Renal Unit	G
Restaurart	G
Restaurart	G
South East Health	LG
Speech & Language Therapy	G
Spencer Wing (Private Patients Unit)	G
St Augustine's Ward	G
St Margaret's Ward	G
St Nicholas' Suite (Anne Naxal Clinic)	G
Theatres	LG
Ultrasound	LG
Viking Day Unit	LG
Walmer Suite	LG
X-Ray	LG



William Harvey Hospital Plan

Accident & Emergency	1				Patients Transport	★
Anaesthetic Department	2				Pathology	G
Ante Natal Care	1				Paula Carr Diabetes Centre	
Arundel Unit	G				Pharmacy	G
Audiology	1				Physiotherapy	G
Blood Tests	1				Postgraduate Centre	2
Cardiology & Respiratory Medicine	1				pPCI	
Celia Blakey Centre	1				Refreshments	★
Channel Day Surgery	1				Relatives Support	★
Chapel	★				Rotary Suite	1
Chiroprody	G				Singleton Unit	G
Choices Food Court	G				Speech & Language Therapy	G
Day Hospital	1				Surgical Admissions Unit	1
Delivery Suite	1				Telephone	★
Education Library	2				Toilets	★
E K Cardiac Catheter Suite	2				Training Room	G
Elizabeth Browne Unit	G				Ultrasound	1
Endoscopy	1				X-Ray	1
Eye Clinic	1				Wards	
Fracture & Orthopaedic Clinic	1				- Cambridge Wards	2
Gynaecology	2				- Cardiac Care	2
Kings Reception Waiting Area	1				- CDU & Bethersden	1
Hydrotherapy	G				- Edgehill	2
Information	★				- Folkestone Wards	1
Lecture Theatre	2				- Intensive Therapy Unit	2
Maxillo Facial Unit	1				- High Dependency Unit	2
Mortuary	G				- Kennington	G
M.R.I./CT Unit	1				- Kings Wards	1
Nuclear Medicine	1				- Neo-Natal Intensive Care	1
Occupational Therapy	G				- Newington	2
Outpatients Areas A B C D	1				- Oxford	2
					- Padua	2
					- Richard Stevens	G
					- Scarborough	1
					- Winslow	G

How to use this Hospital Plan:

- Select the Department or Ward you require from the alphabetical list:
- This will give you the level number and colour zone you require.
- Locate the coloured zone on the plan and proceed following the direction signs throughout the hospital using the route marked in brown.

Accident & Emergency Entrances: Channel Day Surgery Entrance, Accident & Emergency Entrance, Main Entrance, Paula Carr Diabetes Centre

Main Reception Area ★

- Chapel
- Enquiries
- Information ℹ
- Patients Transport
- Refreshments
- Relatives Support
- Telephone ☎
- Toilets ♿

WHO Surgical Safety Checklist

(adapted for England and Wales)

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 or 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?

This checklist contains the core content for England and Wales

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.

WHO Surgical Safety Checklist: for **maternity** cases ONLY

(adapted from the WHO Surgical Safety Checklist)



SIGN IN (to be said out loud after the arrival of the woman and the midwife)

- Has the woman confirmed her identity, procedure and consent?
- Caesarean section category? 1 2 3 4
- Is the anaesthetic machine and medication check complete?
- Does the woman have a known allergy?
- Is there a difficult airway risk?
- Are blood products available?
- Has the appropriate/recent antacid prophylaxis been given?
- Is the resuscitaire checked and ready?
- Has the neonatal team been called, if needed?

TIME OUT (to be said out loud before skin incision)

- Have all team members introduced themselves by name and role?
- What is the woman's name?
- Obstetrician:**
 - What additional procedure(s) are planned?
 - Are there any critical or unusual steps you want the team to know about?
 - Are there any concerns about the placental site?
- Anaesthetist:**
 - Are there any specific concerns?
- Scrub practitioner:**
 - Has the sterility of the instruments been confirmed?
 - Are there any equipment issues or concerns?
- Midwife:**
 - Are cord blood samples needed?
 - Is the urinary catheter draining?
 - Has the FSE been removed?
 - Has VTE prophylaxis been undertaken?

SIGN OUT (to be said out loud before the woman leaves theatre)

- Practitioner verbally confirms with the team:**
 - Has the name of the procedure and any additional procedures been recorded?
 - Has it been confirmed that instruments, swabs and sharps counts are correct?
 - Have specimens been labelled?
 - Has blood loss been recorded?
- Obstetrician, Anaesthetist, Midwife:**
 - Have the key concerns for recovery and management been discussed?
 - Has post-operative VTE prophylaxis been prescribed?
 - Have antibiotics been given?
- Anaesthetist and theatre team:**
 - Have any equipment problems been identified that need to be addressed?
- Midwife:**
 - Has the baby/babies been labelled?
 - Have relevant cord bloods been taken, if relevant?
 - Have cord gases been recorded, if required?

PATIENT DETAILS

Last name: _____
 First name: _____
 Date of birth: _____
 NHS Number: _____
 Date of procedure: _____

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

The checklist is for maternity cases ONLY

This modified checklist must not be used for other surgical procedures.

www.nrls.npsa.nhs.uk/alerts



Don't let patients pay the price after you spend a penny.

Many germs can be spread by hand contact. Cleaning your hands thoroughly and on a regular basis with soap and warm water or an alcohol-based hand rub greatly reduces the risk of spreading infections such as colds, tummy bugs and healthcare associated infections.

Germs. Wash your hands of them.



East Kent Hospitals University
NHS Foundation Trust



As of September 2013 the print version of the BNF will be distributed by NICE annually instead of every 6 months, the electronic version will be updated monthly

Access the BNF and BNFC on Trust PCs via www.bnf.org

or via the EKHUFT Formulary icon



- Registration and an Athens login will be required for access from a non-Trust PC

If you do not have an Athens login please register at <https://openathens.nice.org.uk/>

Further information about Athens login can be found on the Trust intranet at <http://www.ekhuft.nhs.uk/staff/library-services/athens/>

Access the BNF and BNFC on your smartphone or tablet

- Free to NHS health and social care staff (Athens login required)
- Access content without being online

