Welcome to the Western Trust – a smokefree organisation. This means that smoking is prohibited in all areas of the Trust, including all buildings, doorways / entrances, grounds, cars and car parks.
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1. INTRODUCTION

We are very pleased to receive you as a medical student to Altnagelvin and hope that you find your stay here both rewarding and enjoyable.

We actively encourage feedback from medical students, and therefore ask that if you should encounter any problems during your placement with us, or wish to make suggestions, to either raise these directly with the designated Undergraduate Clinical Tutor or Sinead Doherty, Senior Manager, Medical & Dental Education. Sinead can be contacted on 028 7134 5171 ext 213655 or by email at sinead.doherty@westerntrust.hscni.net.

In order to help facilitate the practical requirements for your stay, this information guide has been developed and is available in each bedroom of the student accommodation, the Trust’s intranet under Training, Medical and Dental Education, Undergraduate, on the Trust’s internet site at http://www.westerntrust.hscni.net/about/2760.htm and on the MDE App under Documents, Undergraduate.

1.1 Medical and Dental Education Administration for Altnagelvin Hospital and Gransha Site

Contact Details:

Medical & Dental Education Office
Centre for Medical and Dental Education and Training
Modular Building
Altnagelvin Area Hospital
Glenshane Rd
Londonderry
BT47 6SB

Tel: 028 7134 5171 ext 214185 / 213655
Direct Dial: 028 7161 1263

- Sub Dean, Director of Undergraduate Medical and Dental Education: TBC
- Senior Manager, Medical & Dental Education: Ms Sinead Doherty, ext 213655
- Lead Administrator, Medical & Dental Education: Ms Alison Heath, ext 214185
- Accommodation Officer: Ms Edel Dunworth, ext 214707
- Accommodation Officer: Mrs Caroline McLaughlin, ext 214697 (direct line 028 7161 1343)
1.2 Medical and Dental Education MDE App

The WHSCT MDE app is now available to download. It has been designed to provide medical trainers/trainees/students with a place to interact with each other, receive important updates on teaching/training and find out what courses and events are on in the area. The app provides a variety of features, including a chat room to talk to fellow colleagues, a booking section to book rooms, a regularly updated list of important documents, a map of things to do in the area, etc.

Please note undergraduate timetables will only be available in the MDE App and you are advised to check daily for updated versions. Undergraduate timetables are available in the Undergraduate section. Please see download and user instructions below:
1. Western Health and Social Care Trust (WHSCT)

The establishment of the Western Health and Social Care Trust (Western Trust) on 1 April 2007 brought together the delivery of health and social care which previously had been provided by three separate Trusts, namely Altnagelvin, Foyle and Sperrin Lakeland Trusts. Covering five Council areas and almost 5,000 kilometres of landmass, services are provided to a catchment population of 290,000 people. The Western Trust employs almost 12,500 staff and invests approximately £439 million in the delivery of a comprehensive range of health and social care services. The vast majority of services are provided in community based settings with access to specialist inpatient services available from a number of hospitals such as Altnagelvin, Tyrone County, South West Acute, Lakeview, Tyrone and Fermanagh and Grangewood.

The Trust also commissions a significant range of services from the private, community and voluntary sectors and delivers services direct into 1000s of people’s homes.

For more Trust information, please see internet site at:
http://www.westerntrust.hscni.net/index.htm

1.4 WHSCT – A Smoke-Free Trust

The Western Trust is a smoke-free organisation. This means that smoking is prohibited in all areas of the Trust, including all buildings, doorways / entrances, grounds, cars and car parks.

The purpose of the smokefree policy is to protect and improve the health and wellbeing of all employees, visitors, contractors and patients. Completely smokefree hospitals and grounds create a clean, pleasant environment for people trying to stop smoking and reduce triggers that cause many smokers to relapse.

The policy applies to:
• Service Users / Patients
• Staff
• Visitors
• Other people who enter the site / premises of the Western Trust

Information, support and contact documents for staff and patients available by clicking on the link below on the Trust intranet homepage.

The Trust's Smoke-Free Policy is available to read on the Trust Intranet (can be accessed from a Trust computer) at: Policies, Corporate/Communications, Smoke-Free Policy.

1.5 Altnagelvin Area Hospital Profile

Altnagelvin Area Hospital is located on the outskirts of Londonderry. It is the main teaching hospital in the North West and is the largest acute hospital outside the Greater Belfast area and has arguably the widest range of specialties of any hospital in Northern Ireland.

Altnagelvin has an extensive redevelopment project ongoing over the next number of years, which will ultimately provide state of the art facilities for patients, visitors and staff alike. Training recognition has advanced since Altnagelvin first opened in 1960 and today the hospital offers comprehensive undergraduate, post-graduate and in-service training and education opportunities for all disciplines. Altnagelvin is also one of Northern Ireland's five Cancer Units and many of its specialties are area-wide services that continue to thrive and develop to meet the health needs of the expanding population. We would like to ensure that you gain sound knowledge from the excellent teaching programme provided by the dedicated clinical staff at Altnagelvin Hospital, and encourage you to take full benefit of the breadth of clinical experience available to you during your placement with us.

We wish you every success with your studies, and hopefully look forward to seeing you return to Altnagelvin at some stage during your developing medical career.

See site map below:
1.6 **Gransha Site Profile**

A Gransha site map is below for your information:
Grangewood
The Mental Health Services are provided through the Rehabilitation and Recovery Service and Primary Care Liaison Service who cater for a defined geographical sector and have community bases. In-patients are admitted to Grangewood, the new acute unit in Gransha Park.

The new crisis unit provides inpatient acute mental health care, alongside a 24 hour, seven days a week crisis response and home treatment service. The unit ensures service users receive prompt and appropriate intervention for their needs with the inherent flexibility of providing care within the service users’ own home or within the new unit as an inpatient, as appropriate.

Grangewood is one of the most unique, modern and patient centred facilities with a fully operational daycare facility providing therapeutic activities, assessment and many single and group activities such as physical health classes, pottery, art, social, education and employment.

The total bed figures at present are:
- 30 Acute General Psychiatry en-suite facilities
- 40 Psychogeriatric
- 14 Continuing Care

A liaison service is provided by Grangewood to Altnagelvin Area Hospital.
Junior staff are allocated to work in a particular Team or specialty and it is important that you familiarise yourself with the operational policy of that Team. The team managers are invaluable in providing guidance on operational issues where necessary.

Lakeview Hospital
Lakeview Hospital looks after the needs of adults and children with learning disabilities and provides both inpatient assessment and treatment services, as well as outpatient clinics for the Western Trust area.

The 43-bed state-of-the-art building provides a specialist assessment and treatment service of the highest quality for people with a learning disability. The environment allows more privacy and dignity for patients and enhances the quality of their care. Lakeview Hospital provides specialist assessment and treatment accommodation to frail and physically ill, acute psychiatric conditions, aggressive disruptive behaviour and includes a five-bedded children’s unit.

When staying at the hospital, each person is assessed by a specialist multi-professional team. Individuals and their families are actively involved in the delivery of their own person-centred treatment plan. The ethos is to support individuals admitted, to return to their homes in the community with the support each individual requires in place by the community teams.

Lakeview Hospital has a sensory garden which is an integral part of the facility and experience offered to services users. With increased emphasis being placed on the relaxation and therapeutic value of contact with the natural world, the safe, secluded location of the sensory garden is a welcome addition to the Hospital facility. The sensory garden was created by Conservation Volunteers and funded by the Friends of Stradreagh group.

1.7 Altnagelvin Hospital Car Parking Facilities
See site map below for location of site car parks. The parking of cars is permitted in designated car parks and spaces only. See Summary of Car Parking Control Measures below for unauthorised parking charges.
### Western Trust Car Parking Operational Procedures

<table>
<thead>
<tr>
<th>Managed Area/Route</th>
<th>Unauthorised Parking Notice</th>
<th>Parking Charge Notice</th>
<th>Tow Away (Cost Recovery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass Verge</td>
<td>For first offence</td>
<td>£40.00 (£20.00 if paid within 14 days)</td>
<td></td>
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<tr>
<td>Pavement</td>
<td></td>
<td></td>
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<tr>
<td>Yellow Line</td>
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<tr>
<td>Cross Hatched Area</td>
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<tr>
<td>Disabled Bay without a valid permit</td>
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<tr>
<td>Blue Light Route</td>
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<td></td>
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<tr>
<td>Roadway and Access Points</td>
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<tr>
<td>Delivery or Access Point</td>
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<tr>
<td>Car Park Entrances/ Exits</td>
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<td></td>
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<tr>
<td>Drop Off Zones</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>A&amp;E Ambulance Drop Off</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Blue Light Route</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Delivery or Access Point</td>
<td></td>
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</tbody>
</table>


### 1.8 Transport Services

For planning your journey to the hospital sites/Limavady clinics the website [http://www.translink.co.uk/en/Services/Ulsterbus-Service-Page/](http://www.translink.co.uk/en/Services/Ulsterbus-Service-Page/) is very informative.

Please see below Limavady map for those attending clinics.
2. TEACHING FACILITIES

Teaching of undergraduate medical students at Altnagelvin takes place mainly at ward level, outpatient clinics, day case unit, theatres, A&E and in the Centre for Medical and Dental Education and Training.

You may be required to attend peripheral clinics more than 1.5 miles from the hospital site. If so, you are entitled to reimbursement. See the Travel Reimbursement section under General Information.

2.1 Ward Setting
Medical Students are encouraged to participate in the daily ward rounds conducted in the hospital including ward rounds outside their scheduled clinical timetable. There is much experience to gain from attending these. The timing of ward rounds varies from ward to ward, and you must check with either the Sister or the Consultant on the ward to which you are attached.

2.2 Outpatient Clinics
Outpatient Clinics are held in Outpatients Department. The clinics are numbered, from 1 – 6, and are located on the ground floor adjacent to the Day Case Unit.

If you are unsure which clinic you are expected to attend, please check with the consultant’s secretary, or by contacting one of the reception staff located within the Outpatients Department.

2.3 Theatres
Theatres are located on the first floor of the main Altnagelvin building and are only accessible by swipe card access.

2.4 DCU - Day Case Unit
DCU is situated on the ground floor of the nucleus extension, adjacent to Outpatients.

2.5 DESU – Dedicated Elective Surgical Unit
DESU is located on the 7th Floor, Altnagelvin via Ward 17.
2.6 A&E
A&E is located on the ground floor on the corridor leading to Outpatients and DCU.

2.7 Centre for Medical and Dental Education and Training
The Centre for Medical and Dental Education and Training is used for undergraduate and postgraduate medical education and training. Access to the building out of hours is through swipe access only. Please ensure that you use your own swipe card to access the building or E-Learning room as per Trust policy.

The Trust encourages students, timetable permitting, to avail of the CMDET resources for the purpose of Self-Directed Learning and access to Study Guides, etc.

E-Learning Room:
An ELearning Room has been provided within the Centre to facilitate access by staff and students to a range of electronic materials (both on the Trust intranet and via external internet). There are 10 PCs located within this room, two of which are linked to the hospital’s intranet and 8 to the wider Internet via ‘Guest Access Network’ which provides access to the Queen’s University Belfast website. A member of the Trust’s librarian staff services this room each morning and is available to assist with sourcing of material for the purposes of self-directed learning and to provide Health on the Net Northern Ireland training.

Access to this room is available 24 hours for all staff and students via swipe cards which are issued with accommodation keys, or can be obtained from Medical and Dental Education office in the Centre for a returnable £10.00 deposit.

Rules relating to the use of computers within the E-Learning Room are attached at Appendix II and students must adhere to them.

Please ensure that you use your own swipe card to access the building or E-Learning room and note you must comply with WHSCT Intranet Policy which is available through the WHSCT intranet at: Policies, Corporate/Communications, Intranet Policy.

There are printer and photocopying facilities available on a chargeable basis – 5p per copy. A valid card must be purchased from the card dispensing unit located on the wall by the door at a cost of £1 per card.

Teaching Rooms:
Lecture Theatres 1, 2 and 3, Seminar Rooms 1 and 2, Meeting Room, Simulation Rooms, and Training Ward within the Centre are dedicated to undergraduate and postgraduate education. If you wish to book any room in the Centre, please contact reception staff or book using the MDE App.

The Centre also has a range of simulation equipment in the 4 bed virtual ward and simulation suite. Some of this equipment is for use only when accompanied by appropriate medical staff – reception staff can advise. Equipment includes:

<table>
<thead>
<tr>
<th>Equipment</th>
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</thead>
<tbody>
<tr>
<td>Flat Foot Pes Planus</td>
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<tr>
<td>Hollow Foot Pes Cavus</td>
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<tr>
<td>3B Scientific Normal Foot</td>
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<tr>
<td>3B Scientific Leg Skeleton with Hip Bone Right</td>
</tr>
<tr>
<td>Shoulder for joint injection</td>
</tr>
<tr>
<td>Hand and Wrist for joint injection</td>
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<tr>
<td>Elbow for joint injection</td>
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<tr>
<td>Product Description</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Knee for Aspiration</td>
</tr>
<tr>
<td>Arthroscopy - knee</td>
</tr>
<tr>
<td>Arthroscopy - shoulder</td>
</tr>
<tr>
<td>Adult Rectal Examination Trainer</td>
</tr>
<tr>
<td>Testicular Self-Examination Model TSE - Health Edco</td>
</tr>
<tr>
<td>Clinical Male Pelvic Trainer</td>
</tr>
<tr>
<td>Clinical Female Pelvic Trainer (CFPT) Mk 3 - Standard</td>
</tr>
<tr>
<td>Advanced Male Catheterisation Trainer</td>
</tr>
<tr>
<td>Advanced Female Catheterisation Trainer</td>
</tr>
<tr>
<td>Advanced Breast Examination Trainer</td>
</tr>
<tr>
<td>Examination and Diagnostic Breast Trainer</td>
</tr>
<tr>
<td>Hill-Rom Affinity 4 Delivery Bed with Stirrups</td>
</tr>
<tr>
<td>PROMPT Birthing Simulator Standard with Episiotomy Perineum</td>
</tr>
<tr>
<td>Mama Natalie Complete</td>
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<tr>
<td>Ultrasound Scan Trainer</td>
</tr>
<tr>
<td>SimMom</td>
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<tr>
<td>Neolle S2200 Victoria Simulator model</td>
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<tr>
<td>Premature HAL Neonatal Simulator</td>
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<tr>
<td>SimBaby - Advanced simulator for infant emergencies</td>
</tr>
<tr>
<td>Baby Hippy</td>
</tr>
<tr>
<td>Laerdal Intraosseous Trainer</td>
</tr>
<tr>
<td>Arterial Puncture Wrist</td>
</tr>
<tr>
<td>Cannulation Pads</td>
</tr>
<tr>
<td>Advanced Venepuncture Arm</td>
</tr>
<tr>
<td>Two Vein Venepuncture Training Aid</td>
</tr>
<tr>
<td>Lumbar Puncture/Epidural Trainer</td>
</tr>
<tr>
<td>Chest Drain Trainer CDT100</td>
</tr>
<tr>
<td>Diabetes/Endo Retinopathy Trainer</td>
</tr>
<tr>
<td>Thyroid Disease Model - Anatomical Chart Company</td>
</tr>
<tr>
<td>Harvey</td>
</tr>
<tr>
<td>Laerdal Airway Management Trainer</td>
</tr>
<tr>
<td>Resusci Anne - full body</td>
</tr>
<tr>
<td>Resusci Junior Mk 3</td>
</tr>
<tr>
<td>NG Tube and Tracheostomy Care Trainer</td>
</tr>
<tr>
<td>Ultrasound CVC insertion simulator II - M93UB</td>
</tr>
<tr>
<td>Suture Kits (boxes with DVD)</td>
</tr>
<tr>
<td>Ultrasound Examination Training Model (FAST/ER Fan)</td>
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<tr>
<td>Trucorp Sim: AirSim Multi (with breakout teeth)</td>
</tr>
<tr>
<td>Trucorp Sim: AirSim Advance Combo (with breakout teeth)</td>
</tr>
<tr>
<td>Oxford Pillow (Set D) (buy one get one free)</td>
</tr>
<tr>
<td>McGrath Laryngoscope</td>
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<tr>
<td>AmbuaScope 3 Slim &amp; Monitor</td>
</tr>
<tr>
<td>Ranger Blood And Fluid Warming Device</td>
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<tr>
<td>SimMan (version 1)</td>
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<tr>
<td>Sim Man 3G (UK) Manikin and Accessories</td>
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<tr>
<td>Emergency trolley with drip stand</td>
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<tr>
<td>Laerdal portable suction unit with linear system with bracket</td>
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<tr>
<td>Pin Index Regulator - multi flow</td>
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<tr>
<td>Training defibrillator</td>
</tr>
<tr>
<td>Welch Allyn Professional Diagnostic Set with C-Cell Handle - Ophthalmoscope/Auroscope</td>
</tr>
<tr>
<td>AirSIM Baby</td>
</tr>
<tr>
<td>AirSim Child Bronchi</td>
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<tr>
<td>In Obs &amp; Gynae</td>
</tr>
<tr>
<td>Lapotrain by Endosim</td>
</tr>
<tr>
<td>Lapotrain table</td>
</tr>
</tbody>
</table>

**Teaching Fellow:**
The Medical and Dental Education Department have recruited Teaching Fellows to deliver clinical teaching and mentoring to undergraduate medical students. They are available through the Centre for Medical and Dental Education and Training and will be available to assist with any teaching/OSCE/audit/research queries you may have. If you wish to contact Teaching Fellows, please ask at reception.

**Audio-Visual Aids/Video-Conferencing/Technical Support:**
The Medical and Dental Education department have now recruited a Technical Support Officer to provide AV and simulation support in the Centre for Medical and Dental Education and Training. If you require assistance please contact reception staff.

### 2.8 Peer Assisted Learning (PAL) Sessions

At various times of the year, Medical and Dental Education organise PAL sessions in conjunction with F1 doctors (for final year students from October to January) and then in conjunction with FY0 students (for 3rd year students from March to May). Programmes will be advertised to students as and when they occur and will also be available on the MDE App.

### 2.9 Medical Education Postgraduate Teaching Sessions

There are two general sessions of postgraduate teaching each week in Altnagelvin. These are:

**Foundation Forum**
Tuesdays at 12.45pm in Lecture Theatre 1&2, Centre for Medical & Dental Education and Training. Refreshments are usually (but not always) provided at this teaching session.

**Postgraduate Forum**
Thursdays at 12.45pm in Lecture Theatre 1&2, Centre for Medical & Dental Education and Training. Refreshments are usually (but not always) provided at this teaching session.

There will also be specialty training available at ward level in the hospital. Some of these are on the weekly teaching programme which you will find on notice boards in the hospital and also in the Centre for Medical and Dental Education and Training, as well as on the MDE App. You will also find relevant specialty teaching listed on placement schedules.

### 3. LIBRARY & IT FACILITIES

#### 3.1 Altnagelvin WHSCT Library

The Library is located in the MDEC Building. It has a multi-disciplinary collection that includes medical books, journals and reference material, and provides services to all HSC staff and staff and students of Queen’s University of Belfast. The Library offers a request facility giving access to the material in the Medical Library at Queen’s and its branches. Most books can be borrowed for 4 weeks, although heavily used items are restricted to 1 week. A fining policy in line with the Medical Library at Queen’s operates.

Altnagelvin Library opening hours during semester are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Monday, Tuesday, Wednesday</td>
<td>9.00am – 8.00pm</td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>9.00am – 5.00pm</td>
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<tr>
<td>Day</td>
<td>Opening Hours</td>
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<tr>
<td>--------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.30am – 1.00pm</td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>9.00am – 5.00pm</td>
</tr>
</tbody>
</table>

There are 52 study spaces available. There are 15 PCs with internet access and printing and scanning facilities. Printing costs 5p per sheet. Photocopying facilities are available, also 5p per sheet.

Further library information is available on the Trust intranet (‘Training’ – ‘Library Services’). Altnagelvin Library can be contacted on 028 7129 6168; internally ext 214137.

### 3.2 Altnagelvin IT Facilities

There are 15 PCs with internet access and printing and scanning facilities in the library. The Library operates on a ‘guest access network’ and as such provides access to web based email, remote drives, USBs, Facebook, Twitter etc. Wifi access is also available.

There are 10 PCs with printing facilities located in the ELearning Room in the Centre for Medical and Dental Education and Training which is serviced by Library Staff.

Wifi access is available in the Nurses’ Home / student accommodation which operates on a ‘guest access network’. See Appendix I for access instructions.

Students must adhere to the WHSCT Internet Use Policy which can be accessed on the Trust intranet site. A copy of this policy is also available in the ELearning Room in the Centre for Medical and Dental Education and Training, in the Altnagelvin Library, MDEC, and in each of the sitting rooms in Accommodation.

**Laptop for Loan:**

A ‘guest access network’ enabled laptop is available from the Medical & Dental Education Office in the Centre for Medical and Dental Education and Training on loan between the hours of 9am – 5pm. You will be required to sign laptop out and in and adhere to Trust policies whilst using. The MDE laptop may be borrowed for a maximum period of 24 hours at which stage you must return it to the Medical and Dental Education Office and, if required, you may extend the booking for a further 24 hours depending on demand.

**UpToDate:**

The Western Trust subscribes to the UpToDate clinical database, which provides detailed answers to clinical questions. UpToDate is an electronic information resource and includes more than 10,500 topics covering general internal medicine and more than 20 specialties, a select drug database and drug interaction tool. It is accessible via the WHSCT Intranet (‘Quick Links’ on the Trust’s Intranet Homepage and ‘Useful Links’ on the Trust home page, then ‘U’). Click on log in/register in the top navigation bar of the UpToDate log-in page. Create a unique user name and password on the UpToDate Anywhere registration page. You are now registered and will receive a confirmation email with information about installing the UpToDate Mobile App.

### 3.3 Gransha Site Library and IT Facilities

The library is located on the 1st floor beside the canteen facilities in the staff block of Grangewood. It is currently open access to all HSC staff and students and is usually staffed on Tuesday and Thursday afternoons. There is a small medical book and journal collection that caters mainly for postgraduate doctors.

The collection is specific to mental health, psychiatry and psychology. There is a manual recording system in the form of a borrowing ledger. Books can be borrowed for up to four weeks at a time. Journals may not be borrowed. A request facility is available from HSC Library Altnagelvin giving access to the material located at HSC Library Altnagelvin, the QUB Medical & Healthcare Library and its branches.
Study spaces are provided. There are 5 PCs with internet access and printing and scanning facilities.

4. RESIDENTIAL ACCOMMODATION

Residential accommodation for undergraduate medical students is provided within the Nurses' Home accommodation block, Altnagelvin Hospital, located within the hospital grounds at a rate of approximately £191.08 per calendar month and a £75.00 refundable deposit (weekly rate is £44.35). Queens students do not pay rent.

Please contact Perpetua Lewis (p.lewis@qub.ac.uk) if you have specific needs in terms of facilities or access.

There are approximately 135 car parking spaces available in front and rear of the Nurses’ Home. See site maps above for Nurses’ Home location and car parking spaces.

4.1 Booking Accommodation

The Accommodation Office is located in the Centre for Medical & Dental Education & Training (CMDET). Contact: 02871 345171 ext 214697. Opening hours are: 9.00am –12.45pm (Mon – Thurs) and 9.00am –12.30pm (Fri). Outside of these hours students may contact the general accommodation office at the CMDET up to 5pm (Mon to Thurs) and up to 4.30pm on Fridays.

Accommodation is available for students on placement to Altnagelvin Hospital and Gransha site. If you require accommodation please contact the Accommodation Officer as above or email Caroline.McLaughlin@westhealth.n-i.nhs.uk.

Payment can be made via cheque to the “Western Health and Social Care Trust” or alternatively pay via the Cash Office on 028 7134 5171 ext 214548 by visa/debit card or credit card and quote “Student Accommodation/Nurses’ Home”.

Students should adhere to the Tenancy Regulations, Appendix III.

4.2 Deposits

A deposit of £75.00 is required to be paid by the Thursday before your arrival date in order to have keys and swipe cards issued. (Swipe cards will provide access to accommodation block, CMDET Elearning Room and access to wards and theatres).

Deposits are refundable following satisfactory inspection of rooms and return of keys and swipe card. All rooms must be left as per Point 1 of the Single Tenancy Regulations.

Deposits can be paid by the following methods:

- Advance payment of the deposit by cheque, time permitting, with prior agreement with the Accommodation Office.
- Telephone credit card processing to the Cash Office (tel: 028 7134 5171 ext. 214548). Students must keep record of receipt number for any discrepancies.
- By cash/cheque at the Cash Office during the hours noted below. The Cash Office is located in the main hospital, first floor. Opening hours are from 10.00am – 4.00pm Monday, Wednesday and Thursday (please note the Cash Office is closed on Tuesday and Friday). A receipt will be issued and should be retained as proof of payment when collecting keys from the Accommodation Office/Telephone Exchange and for deposit refunds. A cash machine is located on the ground floor.

Note: Appendix V - If Tenancy Record is not completed and returned to accommodation office or keybox provided, your deposit will not be returned.
Please note that in the event of an incident in Accommodation, the student deposit will be withheld by the Accommodation Office, Support Services Department. Students will be required to produce their QUB identification card which will be checked against CCTV footage. The outcome of this procedure will determine whether the deposit will be returned to the student. Please be advised that staff in the Accommodation Office can only deal with enquiries/complaints by students themselves and NOT by other parties, ie parents/guardians.

4.3 Collection of Keys
Once the deposit has been paid, accommodation keys and swipe card will be ready for collection at the Support Services Helpdesk in Altnagelvin Hospital between 9am – 5pm on Saturdays, Sundays and Bank Holidays. If arriving during the week the Helpdesk is open between 8am and 8pm. Any deposits that have not been paid prior to placement, keys can be collected from the Accommodation Office during office hours.

If students arrive without having paid their deposit then keys will not be available for them and they are responsible for arranging their own accommodation for the night and also responsible for the cost.

Rooms will be re-allocated if keys are not collected within 24 hours of the start of the placement, unless specific arrangements are made with the Accommodation Office.

Any queries or problems associated with the accommodation arrangements are to be directed in the first instance to the Accommodation Office.

4.4 Return of Swipe Card and Keys
Students must vacate rooms by 9am on the last scheduled date of placement and return all keys and swipe card and any outstanding paperwork immediately to the Accommodation Office or alternatively place in the Key Box by the exit doors on the ground floor of the accommodation block.

Students should NOT retain keys or swipe cards outside of placement dates. Charges for this are as follows:

- £11.98 per night
- £10 per key
- £5 per swipe card

These charges will be deducted from your deposit.

4.5 Swipe Cards for Students not availing of Accommodation
If you are not availing of the Accommodation, swipe cards are available from the Medical & Dental Education office in the Centre for Medical and Dental Education and Training. These swipe cards can be secured for the duration of your placement for a deposit of £10. This deposit will be refunded on return of swipe card to the Medical and Dental Education office at the end of the placement. If swipe cards are not returned on the last day of the placement the card will be deactivated and the £10 will be used to pay for a re-issued swipe card.

4.6 Accommodation
Bedrooms
Each bedroom is equipped with a single bed, dressing table/mirror or work desk and chair, easy chair, built-in wardrobe, wash-hand basin/mirror and two small shelves. There is one main light and a lamp in each room, and two electrical power points. A linen room on each corridor if available for clean linen. Students are responsible for changing bed linen.
Bathrooms
There are numerous toilet, shower cubicles and bathrooms on each floor of the accommodation block.

Catering facilities
Kitchens contain fridge freezers, cookers, microwaves, toasters, table and chairs, worktop benches and cupboard space. Students are advised to bring their own cutlery and crockery as there have been consistent difficulties maintaining stock levels. A limited supply of cooking utensils is kept within each kitchen for general use. Students are required to wash all crockery, cutlery and utensils after use and provide their own cleaning materials for this purpose.

Common Room
A common room with television, easy chairs, coffee table and sofa are available on each corridor, but will be locked at 12 midnight until 8am. Please note abuse of these areas may result in temporary full time closures.

Domestic Services
Domestic services are provided daily. Students are asked to co-operate with the Support Services cleaning staff by ensuring that communal floors are kept clear and surfaces requiring dusting/cleaning are cleared of personal possessions.

Washing machines, tumble dryers and vacuum cleaners are available in the accommodation block. An iron and ironing board is also provided. Washing powder is not provided. A charge of £15 will be deducted from deposits if rooms are not left as they are found.

WiFi Access / Guest Network
WiFi access is available in the Accommodation building.
- Go to Settings – WiFi – Choose a Network
- Select WHSCT – GUEST
- Open Web Browser for page of terms and conditions
- Scroll down to activate the Accept Button
- Click Accept and you will be connected

IT Problems
If you have any IT problems you can log on the WHSCT ICT servicedesk which can be found on the Trust intranet or by emailing ictservicedesk@westhealth.n-i.nhs.uk or by phoning ext 215555. Please include Medical Education on any correspondence so we can follow up if required, including your name, placement and nature of problem.

Accommodation Problems
All Accommodation problems should be addressed to Caroline McLaughlin, Site Management, on ext 214697 or Caroline.McLaughlin@westerntrust.hscni.net. Please ensure you also let Medical Education know so we are aware of any issues (Hilary.McCullagh@westerntrust.hscni.net). Room number and date of problem should be included.

Accommodation Out of Hours Contacts
The regulations within your tenancy agreement state that there should be no noise after 11pm and also no social gatherings are permitted after 12 o'clock.

If you have any issues or problems outside of normal hours, you should contact the following:
- 5.00pm – 9.00pm Support Services  ext. 214545
- 9.00pm – 8.30am Porters  ext. 214633
- 9.00pm – 7.30am Night Services Manager  ext. 213611
Please let Medical Education know if you have problems out of hours so we can record and follow up if required.

Incidents and Damage
Any damage or breakage to residential property, fixtures or fittings will be assessed, and if appropriate, replacement/repair costs will be charged. It is therefore important for students to report any routine repairs to the Accommodation office as they arise.

In the event of any untoward incidents or damage to Trust facilities, the Sub Dean will report these to the University Dean. Such offences will result in immediate termination of the residency of the offending occupants and deposits will be held.

5. GENERAL INFORMATION

5.1 Elective Placements
The Western Trust welcomes undergraduate medical students for elective placements in our hospitals. To apply please complete application form available at [http://www.westerntrust.hscni.net/pdf/Elective_Application_-_2017.pdf](http://www.westerntrust.hscni.net/pdf/Elective_Application_-_2017.pdf) and forward completed application via email to Undergraduate.Electives@westerntrust.hscni.net. To be eligible students must have completed the 3rd year of their medical degree course. Elective placements are limited to a maximum of 6 weeks and only facilitated if the Trust can provide a supervising consultant for the elective placement.

Every student must submit a completed application form, a letter of medical standing from their university and a current CV. Only when these documents are received will Medical Education attempt to identify a suitable placement. General enquiries will not be considered as an application received. The Medical Education office will endeavour to identify a supervisor for every suitable elective applicant within the Western Trust. If a student has already been in contact with a possible supervisor, it is essential to include this Consultant’s name on their application form. Once an elective placement is confirmed you will receive a confirmation letter and will be required to complete a confidentiality agreement, provide indemnity documentation and then complete an occupational health appointment before your placement (if not a Queens University student).

Each placement (maximum of 6 weeks) has an application fee of £75. If you wish to apply for more than one placement further application fees will apply. Please note the QUB final year six week elective is exempt from the application fee. There will be no other exemptions to above fees. If in doubt, please contact MDE staff for confirmation.

An attachment will be supervised by a consultant employed by the Western Trust, who will be responsible for overseeing the student’s attachment. They will ensure that the student’s role within the Trust is in keeping with the student’s capabilities and experience eg knowledge of ethics and patient safety.

Students will be expected to adhere to the Western Trust hospital policies and procedures when they are on the wards – please see information at Appendix VI. Your supervisor will inform you of any specific requirements relating to your elective placement.

Elective students may request accommodation within the Trust. Students from Queens University Medical School, Belfast, will have first preference for Trust accommodation. See Accommodation contact details at 1.1 for more information.

The closing date for elective applications is 31 December 2016 and for QUB applications for summer 2017 placements is 31st March 2017.
5.2 Travel Reimbursement
As part of your placement you may be required to attend peripheral clinics more than 1.5 miles from the hospital site. You are entitled to reimbursement for this ‘within-placement’ travel. Either travel by public transport or car mileage. An expenses form available from Medical and Dental Education Office, should be completed weekly and the mileage/public transport receipt attached. The form should be approved daily by your supervising consultant at the clinic and countersigned weekly by the placement co-ordinator and then return to Sinead Doherty, Senior Manager, Medical & Dental Education, Centre for Medical and Dental Education and Training, Modular Building, Altnagelvin Hospital, Western Health & Social Care Trust, telephone: 028 7134 5171 ext 213655 email: sinead.doherty@westerntrust.hscni.net.

Please note: travel to the hospital placement from where you normally live is not included in this scheme.

As there is no public transport from Altnagelvin to the Gransha site, a taxi can be arranged to collect student/s from Altnagelvin to Gransha at approximately 08:45am and return from Gransha to Altnagelvin at 5pm. Alternatively, the taxi can be arranged to take you to the nearest public transport location, please see details below.

For Psychiatry students:
Contact Kathleen Bradley, Psychiatry Department Secretary, (kathleen.bradley@westerntrust.hscni.net or 028 860261 ext 217901) a week prior to your attendance so that taxis can be arranged.

For other students required to travel to Limavady clinics:
Contact Sinead Doherty, Senior Manager, Medical & Dental Education, Ground Floor, Altnagelvin Hospital (sinead.doherty@westerntrust.hscni.net or ext 213655), a week prior to your attendance so that taxis can be arranged.

Remember to complete expenses form as above.

5.3 Reporting & Recording of Accidents / Incidents / Critical Incidents
In addition to reporting to QUB (please see QUB Medical Education Portal for information on reporting arrangements), students (while on attachment) must also report incidents to the WHSCT via Medical and Dental Education in the Centre for Medical and Dental Education and Training.

Details required will be:
- Date of incident
- Time of incident
- Details of incident (type of incident and description)
- Location where incident occurred
- Other action taken
- Loss/damage/injury details
- Names of any other people involved in incident (if applicable)
- Names of witnesses (if applicable)

The Trust incident reporting policy can be accessed at http://whsct/IntranetNew/Documents/Incident%20Reporting%20Policy%20Aug%202014.pdf

5.4 Sickness Reporting
If for any reason you care unable to attend a tutorial/clinic/lecture/ward round/etc, you must inform the Medical and Dental Education office and Perpetua Lewis, Progress and Assessment Office, QUB, using form available on the QUB Medical Education Portal.
5.5 Catering Facilities - Altnagelvin
A Coffee Shop is located in the front hall, ground floor of the main hospital building, together with a kiosk offering newspapers and confectionery. Opening times are 7.00am – 9.00pm daily.

Coffee Shop
Southwing:
- Monday – Friday 8.00am to 7.00pm
- Saturday – Sunday 12.00noon to 5.00pm

Outpatients:
- Monday – Friday 9.00am to 4.00pm (3.45pm on Fri)
- Saturday – Sunday CLOSED

Staff Restaurant
The staff restaurant is located on the 1st floor of the main hospital. The opening hours are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am-9.30am</td>
<td>Tea and coffee will be available along with grab and go snacks</td>
</tr>
<tr>
<td>9.30am-11.00am</td>
<td>Hot cooked breakfast will be served</td>
</tr>
<tr>
<td>12.00noon-2.00pm</td>
<td>Lunch will be served</td>
</tr>
<tr>
<td>3.00pm-5.00pm</td>
<td>Tea and coffee will be available along with grab and go snacks</td>
</tr>
<tr>
<td>5.00pm-6.00pm</td>
<td>Hot food will be served for evening tea</td>
</tr>
<tr>
<td>6.00pm-6.30pm</td>
<td>Tea and coffee will be available along with grab and go snacks</td>
</tr>
</tbody>
</table>

Vending Machines
- MDEC building, for use by all staff and are accessible during Library opening times.
- First floor beside the canteen (filled daily). A microwave is available in the doctors dining area and all staff including students have access to this area.
- Ground floor of the hospital, beside the shop.
- Outside the Lecture Theatres, Centre for Medical and Dental Education and Training.

5.5 Catering Facilities - Gransha Site
The Courtyard Sandwich Bar and Coffee Stop, Gransha Park, is now open beside Pals Centre (formerly Supplies).

Opening times: Monday - Friday
8.45am – 10.00am Serving coffee and light snacks.
10.00am – 2.00pm Serving coffee, snacks and sandwiches

5.6 Lockers
Western Health and Social Care Trust do not accept responsibility or liability for loss of, or damage to, any personal items. Students are therefore strongly advised to arrange personal insurance cover for their personal property.

A limited number of lockers are available for medical student personal use, for safekeeping of small items whilst in the main hospital. These lockers are coin operated, and are located opposite the E-Learning Room in the Centre for Medical & Dental Education and Training. A £1 coin is required to release the keys in the door of the locker, and this is refunded when keys are returned.

5.7 Dress Code
Medical students are not required to wear white coats. A dress code policy has been introduced by the Department of Health and this is endorsed by the Trust. This policy applies to all HSC staff, including students. The policy is available on the Trust's intranet under Training, Medical and Dental Education, Undergraduate.

Please note the QUB requirements set out in the QUB Handbook for all years, located under “Code of Practice for Medical Students in Hospitals and Other Clinical Environments.” It states:

Appearance and Behaviour
While no particular style of dress is prescribed, students in hospital should be neat, tidy and clean. Most patients have a fairly clear idea of what a doctor or dentist should look like. Whether they agree with this or not, students should in general conform to this and dress appropriately. Modest, conservative attire is expected and trainers, excess bare flesh, baseball caps and jeans, body piercings and visible tattoos are not acceptable. Students must always be readily identifiable, eg by displaying their student card. Patients must never be allowed to believe that students are qualified doctors. Students must remember that patients are in hospital because they are ill. They are often anxious and students’ behaviour must show due consideration. The primary purpose of the hospital is for the treatment of patients and behaviour in hospital must be appropriate to this.

5.8 Identification
All students must wear their QUB identification badges at all times.

5.9 Telephones
Payphones and internal telephones are installed on floors 1 and 3 of the accommodation block.

Internal telephone access is also available in the Centre for Medical and Dental Education and Training and in the Elearning room. Within each teaching room an internal telephone has been provided for hospital use only.

There are a number of public telephones strategically placed throughout the hospital.

Switchboard can be contacted by dialling ‘0’. Please note that switchboard do not connect personal calls.

5.9.1 Bleeps
To bleep Medical Staff – dial 8 then bleep number then extension number of phone you are dialling from.

5.9.2 Chapels & Prayer Rooms
A prayer and reflection room is located on the first floor of Altnagelvin. It can be accessed via Wards 31/32 or by the Theatre corridor.

5.9.3 Banks
There is a cash withdrawal machine facility, located in the front hall, ground floor of the main hospital. There is also a Danske Bank situated on the Glenshane Road, opposite the main hospital entrance and a First Trust Bank cash withdrawal facility located in the Lisnagelvin Shopping Complex, close to the Altnagelvin site.

5.9.4 Pastoral Tutor
The Sub-dean is the Pastoral Tutor for Altnagelvin Hospital and the Gransha site and can be contacted through Medical & Dental Education.

Or you may contact Sinead Doherty, Senior Manager, Medical & Dental Education.

6. Co-ordinators of Undergraduate Education

### Altnagelvin & Gransha

<table>
<thead>
<tr>
<th>Year</th>
<th>Specialty</th>
<th>Name</th>
<th>Ext. No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Medicine</td>
<td>Dr John Purvis</td>
<td>Sec 213114</td>
</tr>
<tr>
<td>3</td>
<td>Medicine - Cardiology</td>
<td>Dr Stephen Barr, Dr John Purvis</td>
<td>Sec 213130, Sec 213114</td>
</tr>
<tr>
<td>3</td>
<td>Medicine – Endocrinology/Diabetes</td>
<td>Dr Athinyaa Thiraviaraj</td>
<td>Sec 213107</td>
</tr>
<tr>
<td></td>
<td>Medicine – Nephrology</td>
<td>Dr Girish Shivashankar, Dr Stephanie Bolton, Dr Frank McCarroll</td>
<td>Sec 214156, Sec 214155, Sec 21662/214153</td>
</tr>
<tr>
<td></td>
<td>Medicine – Respiratory</td>
<td>Dr Gerard Daly</td>
<td>MDE</td>
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<tr>
<td></td>
<td>Medicine – AMU</td>
<td>Dr Abdul Hameed</td>
<td>Sec 216662</td>
</tr>
<tr>
<td>3</td>
<td>Surgery</td>
<td>Ms Paula Loughlin</td>
<td>Sec 215360</td>
</tr>
<tr>
<td>3</td>
<td>MSK</td>
<td>Mr J Wong, Dr Philip Gardiner</td>
<td>Sec 216699, Sec 213106</td>
</tr>
<tr>
<td>3</td>
<td>ENT</td>
<td>Dr Deepanshu Gupta, Dr Susie Walls</td>
<td>Sec 216693</td>
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<tr>
<td>3</td>
<td>Ophthalmology</td>
<td>Ms Janet Sinton</td>
<td>Sec 215452</td>
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<tr>
<td>3</td>
<td>Haematology</td>
<td>Dr Feargal McNicholl</td>
<td>Sec 214805</td>
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<tr>
<td>3</td>
<td>CPC/Pathology</td>
<td>Dr Kathleen Mulholland</td>
<td>Sec 213988</td>
</tr>
<tr>
<td>3</td>
<td>SSCs:</td>
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<td></td>
<td>Introduction to Pathology</td>
<td>Dr Kathleen Mulholland</td>
<td>Sec 213988</td>
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<tr>
<td></td>
<td>Insight into Oral Maxillofacial Surgery</td>
<td>Mr Amir Ketabchi</td>
<td>Sec 215470</td>
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<td></td>
<td>Inpatient Nephrology</td>
<td>Dr Stephanie Bolton</td>
<td>Sec 214155</td>
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<tr>
<td></td>
<td>Obs &amp; Gynae</td>
<td>Dr Sandra McNeill</td>
<td>Sec 213132</td>
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<tr>
<td></td>
<td>Rheumatology</td>
<td>Dr Philip Gardiner</td>
<td>Sec 213106</td>
</tr>
<tr>
<td>4</td>
<td>Healthcare of Children</td>
<td>Dr Freda Mooney, Dr Bernie Trainor</td>
<td>Sec 214774, Sec 214781</td>
</tr>
<tr>
<td>Year</td>
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<td>Ageing Health</td>
<td>Dr Stephen Todd</td>
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<td>4</td>
<td>Obs &amp; Gynae</td>
<td>Dr Jim Moohan</td>
<td>Sec 213117</td>
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<td>4</td>
<td>POEM</td>
<td>Dr Stephen Clenaghan (A&amp;E)</td>
<td>Sec 214004</td>
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<td>Dr Adrian Donnelly (Anaes)</td>
<td>Sec 213527</td>
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<tr>
<td>4</td>
<td>Fractures</td>
<td>Mr Danny Acton</td>
<td>Sec 216706</td>
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<tr>
<td>4</td>
<td>Radiology</td>
<td>Dr Deirdre Campbell</td>
<td>Sec 214317</td>
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<td></td>
<td>Dr Allam Adas</td>
<td>Sec 214346</td>
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<tr>
<td>4</td>
<td>Psychiatry/Gransha</td>
<td>Dr Helen Connolly</td>
<td>Sec 02871382963</td>
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<tr>
<td>5</td>
<td>Surgery</td>
<td>Mr Padraig Diggin</td>
<td>Sec 216711</td>
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<tr>
<td>5</td>
<td>Cardiology</td>
<td>Dr Stephen Barr</td>
<td>Sec 213130</td>
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<tr>
<td>5</td>
<td>Medicine</td>
<td>Dr William Dickey</td>
<td>Sec 213104</td>
</tr>
<tr>
<td>5</td>
<td>Orthopaedics</td>
<td>Mr Danny Acton</td>
<td>Sec 216706</td>
</tr>
<tr>
<td>5</td>
<td>Emergency Medicine</td>
<td>Dr Stephen Clenaghan</td>
<td>Sec 214004</td>
</tr>
</tbody>
</table>
Appendix I – Guest Access Network

The Western Trust is committed to its practice education role for all its students in medical and professional areas and is constantly seeking to improve the facilities we make available to those who are placed to learn with us. To this end, and in response to feedback received directly from students, their mentors and QUB, we have implemented a secure wireless network – separate to our existing infrastructure – that will provide internet access in residential accommodation and medical education and library facilities for medical students. This network will host a number of static computers and will also allow students to use personal USB storage devices (pen drives) and browse the Internet (including webmail) via their personal laptop computer or portable web devices (eg iPad). Essentially this means you will be able use the internet and check emails as if they were on a university campus.

If you have any IT problems you can log on the WHSCT ICT servicedesk which can be found on the Trust intranet or by emailing ictservicedesk@westhealth.n-i.nhs.uk or by phoning ext 215555. Please include Medical Education on any correspondence so we can follow up if required, including your name, placement and nature of problem.

Connecting to the WiFi Guest Network
Connecting to the WiFi Guest Network

Connecting a Computer / Laptop

Select the wifi icon in the system tray to display a list of available networks.
Select WHSCT-GUEST from the list.
Click Connect automatically.

Click Connect.

A certificate error screen will be displayed, simply click on Continue to this website (not recommended).

You will then be required to read ALL of the Acceptable Use Policy.
If you agree with the policy then click on Accept.

You will only be prompted to Accept this policy the first time you try to connect.

Finally, you will be notified of successful connection and you can browse the internet in the normal way.

Connecting a Smartphone

Display a list of available networks. Tap WHSCT-GUEST.

A Security warning is displayed. Tap continue.

There are problems with the security certificate for this site.

Go back  View certificate  Continue

You will then be required to read ALL of the Acceptable Use Policy.
If you agree with the policy then tap on Accept.

You can now continue to browse the internet and use the Trust Guest WiFi.

You will only be prompted to Accept this policy the first time you try to connect.

Please Note you cannot Tap Accept until you scroll to the bottom of the Policy.
Appendix II - Good Practice Guidelines for Computer Usage in Centre for Medical and Dental Education and Training

The Hospital provides the use of computers as a resource to assist you with your medical studies. You are encouraged to make use of these services but are reminded that the computers should only be used in accordance with the WHSCTrust Internet Policy and the following guidelines that are designed to minimise risks in relation to Viruses, Internet Access, etc.

GUIDELINES

1) No software should be installed on the computers nor should files be downloaded from the Internet without first contacting the I.T. Department.

2) The settings on the computer should not be changed.

3) You should always log out of the Internet when not required.

4) Internet Access should be restricted to sites that relate to your studies.

5) Access to User/News Groups or inappropriate sites e.g. of a pornographic or racist nature, is not permitted.

6) Disks (including floppies, CD’s and portable USB drives) should not be used on these computers without first being virus checked.

7) Caution should be used when using Internet E-mail as it is a common source of viruses. Don’t open any emails from unknown people with vague subject lines etc.

Please contact I.T if you require further detail about these guidelines:

- IT Support ext 215555

The IT Department regularly monitor hardware/software to ensure compliance with the requirements of this notice and any discrepancies will be reported to the IT Security Officer.

Your co-operation is welcomed and you will appreciate that guidelines are not intended to be restrictive but are principally in the interests of maintaining integrity of computers and the performance of the Network for all users of systems within the Hospital.
Appendix III - Tenancy Regulations

Altnagelvin Area Hospital
Site Management

Single Accommodation - Nurses Home

1. **Deposit**
In relation to short term placements, a refundable deposit of £75.00 is required prior to the issue of keys.

Deposits are refundable following advance submission of all completed documents relating to tenancy and upon satisfactory inspection of rooms prior to room vacation. The room inspection will be undertaken by the Accommodation Office. Residents will be responsible for leaving rooms in a reasonable condition for new occupancy. All accumulated household rubbish should be removed to the appropriate bins for collection.

2. **Principles of Conduct**
   (i) **Noise**
   All radio, television, stereo equipment, musical instruments etc., must be played at such a level that they do not cause any annoyance or disturbance to occupiers of neighbouring rooms who may wish to sleep or study. No noise after 11pm. Willful and repeated breach of this rule will result in immediate termination of the residency of the offending occupant(s).

   Social gatherings are strictly **NOT permitted** after 12 midnight and any tenant(s) that breach this regulation will be issued in the first instance with an official warning. Willful and repeated breach of this rule will result in tenant(s) having their deposits withheld and incurring immediate termination of their residency.

   (ii) **Damage to Trust Property**
   Tenants are expected to take reasonable care of furniture and fittings and will be held responsible for any damage caused to property of the Trust. This will include making good any loss and/or replacement of same from surety deposit. Such offences will result in immediate termination of the residency of the offending occupants and deposits will be held.

   (3) **Fire Prevention/Detection Equipment**
   Fire Alarms are on an automatic system. Fire Prevention/Detection equipment must only be used or activated in the event of a fire or of risk of fire. Wilful damage to or tampering with fire equipment (e.g. Fire extinguishers, fire blankets or fire alarms) is a very serious offence and will not be tolerated under any circumstances. Such offences will result in immediate termination of the residency of the offending occupant(s).

   Tenants **must not** cover smoke/heat detectors under any circumstances.

   Tenants must adhere to Fire Safety Regulations and must vacate the premises at all times when a fire alarm is activated.

   Tenants should also refrain from using **metallic or aluminium** containers or pots in microwaves, as they are potential fire hazards.
NB: Charges will be incurred for damage caused to microwave ovens by inappropriate use of metallic containers.

3. **Co-operation with Domestic Services Staff**
   
   Tenants must endeavour to co-operate with Domestic Services staff, and are responsible for changing their own bed linen. Day to day housekeeping is the responsibility of the Tenant.

   Tenants must show consideration towards each other and towards the Domestic Services staff and keep communal areas including kitchens clean and tidy and in particular after any social gatherings.

   Tenants should use *extractors* at all times when cooking. Dishes i.e. crockery, grill pans and utensils should be washed after use. Tenants should be aware that additional crockery and dishes are their own responsibility.

4. **Additional Rules**
   
   During the term of the tenancy, tenants should observe the following rules:

   Tenants should not hammer nails into walls, stick posters on walls or doors with sellotape or glue stickers on walls or doors.

   Tenants should return vacuum cleaners, irons and ironing boards to the appropriate laundry or utility areas after use.

5. **Bicycles**
   
   Bicycles **must not** be kept in bedrooms or in communal areas.

6. **Keys**
   
   In the interests of security, residents must ensure the safe keeping of their room keys and outer door keys at all times. Should a resident forget their keys, access to their accommodation can only be guaranteed during normal working hours. Tenants may experience delays getting access to their rooms if staff are busy carrying out other urgent duties.

   Loss of keys or access cards must be reported immediately to the support services accommodation office directly. *(A charge of £10 will be sought to replace lost keys).* All keys must be returned to the accommodation office or key box by the exit doors on the ground floor of the Nurses Home upon vacation of rooms. Failure to return keys will result in the continuation of Tenancy and appropriate charges will be incurred and will be deducted from your deposit until return of keys to the appropriate officer.

7. **Visitors**
   
   Bedrooms in Residential Accommodation are for the exclusive use of the authorised tenant. Overnight visitors are **NOT permitted** on the premises for any reason.

8. **Security**
   
   Residents **must** secure entrance and internal doors at all times. Doors **must not** be jarred open and tenants must not interfere or tamper with CCTV equipment. Willful damage to or tampering with access doors, security or CCTV equipment is a very serious offence and will not be tolerated under any circumstances. Such offences will result in immediate termination of the residency of the offending occupant(s) and deposits will be withheld.

   Security Patrols will be carried out on a regular basis throughout the night.

9. **Telephone Services**
Each floor in Nurse’s Home has access to an internal hallway phone for emergency calls. There are also public payphones on the 1st and 3rd floors for making personal calls.

Telephone Exchange staff will not connect personal calls.

**NB: The accommodation department will carry out an inspection after room vacation.**

**NB: It is a serious offence to fail to respond to Fire Alarms and to adhere to Fire Code Regulations.**

*Western Health & Social Care Trust operates No Smoking, Health & Safety & No Alcohol Policies*
Appendix IV - Card Access Protocol

Proximity Reader Cards (PRC) will be issued/re-programmed from Site Management. Your card is for your own personal use and must not be given to any other person. The programming system will reveal if unusual patterns of use are evident & you may have to account for inconsistent access.

If your card is lost/missing you should notify Site Management immediately in order to prevent misuse and unauthorized entry.

Do not put your name on the card; if it is lost, it will identify you to the finder who will know your access levels & may misuse your PRC.

Upon termination of Tenancy Agreement please return your card to Accommodation Manager.

In the event of fire, the System can be interrogated for names of people who have gained access in order to help with Roll Call. The consequences of misidentification are serious.

A PRC that has not been used for 6 weeks will automatically de-activate. If you plan to be on leave for an extended period, please inform Site Management; your card can be re-programmed on your return.

When using your PRC, please ensure that unauthorized visitors do not follow you into restricted access areas. Visitors to the new wards should be directed to the ground Floor Nucleus new lift \ staircase.

NB: Please note that in the interest of personal security, card users should strictly observe this protocol.
Appendix V - Tenancy Record

Please note that you are required as part of your residential tenancy at Altnagelvin to complete the Tenancy Record for deposit refund of £75. Please complete and return to Accommodation Office, Centre for Medical & Dental Education on the day immediately following your arrival (or alternatively please place in the Key Box by the exit doors, ground floor).

NB: Completion of all tenancy documentation is a compulsory requirement of your residency. Failure to submit completed documents to the aforementioned office will result in delay of refund of deposit.

ROOM No. ____________________________________________________________

Date of placement from: _______________ to: _________________

PLEASE PRINT

<table>
<thead>
<tr>
<th>NAME</th>
<th>TERM ADDRESS + Post Code</th>
<th>Tel. No. (incl. area code)</th>
<th>Email address</th>
<th>Receipt No.</th>
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The above details will be used in order to refund a deposit (if requested) in conjunction with a copy of your ID which you must provide at the end of your placement and if there is a need to contact you regarding your tenancy or other matters. All details will be treated in confidence.

Swipe Cards/keys to rooms must be returned on the last day of your placement to the Accommodation Office, Modular Building or to the designated key box. Third parties must not use keys or access cards. Failure to return cards/keys or vacate rooms on the date your placement ends will result in a charge being deducted from your deposit. Also note, where appropriate during your placement deductions for damage to Trust property may be made from this deposit.

I confirm that I have read and understand the Tenancy Regulations (which are available on the Queens website and displayed in your room) relating to the accommodation, and accept the conditions of my residency. I also acknowledge receipt of key and access card and undertake full responsibility for them.

Print Name: _______________________________________________________

Signature: __________________________________________________________

Date: _____________________________________________________________________

Accommodation Contact: ________________________________________________

Accommodation queries: Edel Dunworth Ext 214707, Caroline McLaughlin- Ext 214697 or Direct Line – 02871 611343.
Appendix VI – Trust Policies and Procedures

The Western Health and Social Care Trust (WHSCT) intranet is an essential link to all WHSCT Guidelines, Procedures and Protocols, as well as all WHSCT Policies and Medicines Information. You must access these resources and those below and ensure you keep up-to-date with developments contained within.

The intranet can be accessed from computers on Trust sites through Internet Explorer (http://whsct/intranetnew/) as below.

Medical and Dental Education Information (undergraduate)
The following policies and procedures are available on the Western Trust intranet which you can access from any trust computer under training, Medical and Dental Education, Undergraduate:
Medical and Dental Education Information (postgraduate)

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

Other resources available under Medical and Dental Education are:

A-Z Handbook for Doctors in Training

The Junior Doctor’s Handbook will be emailed to you in advance of starting with the Trust and is also available on the Trust Intranet at:

⇒ Training
⇒ Medical and Dental Education
⇒ Postgraduate
⇒ A-Z HANDBOOK FOR DOCTORS IN TRAINING
Pocketbook – A Tool for the Assessment of the Acutely Ill Adult
The “Pocketbook – A Tool for the Assessment of the Acutely Ill Adult” will be emailed to all new doctors and is available on the Trust intranet at:
⇒ Training
⇒ Medical and Dental Education
⇒ Postgraduate
⇒ POCKETBOOK – A TOOL FOR THE ASSESSMENT OF THE ACUTELY ILL ADULT

Essential Reading
Essential reading includes the following:

Data Protection/Confidentiality
⇒ Policies
⇒ Corporate/Communications
⇒ DATA PROTECTION/CONFIDENTIALITY POLICY

Car Parking
⇒ Guidelines, Procedures and Protocols
⇒ Corporate/Communications
⇒ NEW CAR PARKING PROCEDURES

Alcohol and Drugs in the Workplace Policy
⇒ Policies
⇒ Human Resources
⇒ ALCOHOL AND DRUGS IN THE WORKPLACE POLICY

Fire Safety
⇒ Policies
⇒ Corporate/Communications
⇒ FREI SAFETY POLICY

Incident Reporting Policy and Procedure
⇒ Policies
⇒ Corporate/Communications
⇒ INCIDENT REPORTING POLICY AND PROCEDURE

First Aid Policy
⇒ Policies
⇒ Corporate/Communications
⇒ FIRST AID POLICY

Risk Management Policy
⇒ Policies
⇒ Corporate/Communications
⇒ RISK MANAGEMENT POLICY

Smokefree Policy
⇒ Policies
⇒ Corporate/Communications
⇒ SMOKEFREE POLICY
Smoking Cessation
⇒ Information, support and contact documents for staff and patients available by clicking on the link below on the Trust intranet homepage.

Public Interest (Whistleblowing) Policy
⇒ Policies
⇒ Medical Directorate
⇒ PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING) POLICY

Moving Handling Policy
⇒ Policies
⇒ Medical Directorate
⇒ MOVING HANDLING POLICY

WHSCT Social Media Policy
This is available at:
⇒ Policies
⇒ Corporate/Communications
⇒ SOCIAL MEDIA POLICY

WHSCT Dress Code Policy
A dress code policy has been introduced by the Department of Health and this is endorsed by the Trust. This policy applies to all HSC staff, including students. The policy is available on the Trust’s intranet under Training, Medical and Dental Education, Undergraduate. And:
⇒ Policies
⇒ Corporate/Communications
⇒ DRESS CODE POLICY

WHSCT Internet Policy
This is available at:
⇒ Policies
⇒ Corporate/Communications
⇒ INTERNET POLICY

IT Resources
The following information is available at:
⇒ ICT
⇒ ICT FAQs
Some Clinical Information

Prescribing and Administering Intravenous Fluids to Children

The Western Trust Policy for Prescribing and Administering Intravenous Fluids to Children has been updated and can be found on the intranet or below link.

⇒ Policies
⇒ Medical Directorate
⇒ POLICY FOR PRESCRIBING INTRAVENOUS FLUIDS FOR CHILDREN FEBRUARY 2012

Guidelines for the Management of Neutropenic Sepsis

These guidelines are available on the Trust Intranet as follows:

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

Practical Diabetes for Doctors in Training

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

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

Diabetes Inpatient Referral System User Manual

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

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

Safety and Quality Learning Alert – Importance of Taking Action on X-Ray Reports

This information is available at:

⇒ Training
⇒ Medical and Dental Education
⇒ Postgraduate
SAFETY AND QUALITY LEARNING ALERT – IMPORTANCE OF TAKING ACTION ON X-RAY REPORTS

Chest Drain Online Skills Pack
This is available at:
⇒ Guidelines, Procedures and Protocols
⇒ Medical Directorate
⇒ Clinical Guidelines – Respiratory
⇒ CHEST DRAIN ONLINE SKILLS PACK

Policy for the Care of Children Perioperatively
This is available at:
⇒ Policies
⇒ Medical Directorate
⇒ POLICY FOR THE CARE OF CHILDREN PERIOPERATIVELY

Safety and Quality Learning Letter - Wrong Procedure Performed
This is available at:
⇒ Training
⇒ Medical and Dental Education
⇒ Postgraduate
⇒ SAFETY AND QUALITY LEARNING LETTER – WRONG PROCEDURE PERFORMED

Medical Error – What to do if things go wrong: A Guide for Junior Doctors
This is available at:
⇒ Training
⇒ Medical and Dental Education
⇒ Postgraduate
⇒ MEDICAL ERROR – WHAT TO DO IF THINGS GO WRONG: A GUIDE FOR JUNIOR DOCTORS

Palliative Care Information
This is available at:
⇒ Guidelines, Procedures and Protocols
⇒ Primary Care and Older People
⇒ PALLIATIVE CARE CONTACTS, GUIDELINES & RESOURCES

Bereavement Information
This is available at:
⇒ SharePoint Sites Links
⇒ Medical Directorate
⇒ BEREAVEMENT CARE
Or click on the Bereavement Care SharePoint Site icon on the home page of the Trust intranet.

Pharmacy Information
Can be accessed in Medicines:
You can also keep up-to-date with letters from the Medical Director:

You may also find it beneficial to look in Useful and Documents Links:

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