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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1.0 INTRODUCTION

We are very pleased to receive you as a medical student to the South West Acute and Tyrone and Fermanagh Hospitals and hope that you find your stay here both rewarding and enjoyable.

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 Western Trust's internet and the Trust's intranet under Training, Medical and Dental Education, Undergraduate, where you will also find other information (including the WHSCT Internet Policy and WHSCT Dress Code Policy).

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 with Mr Seamus Dolan, Undergraduate Lead of Medical & Dental Education Support Tel: 02866 382000 Ext 252157

Administration

Contact Details:
Medical & Dental Education Office
Education Suite, Level 2
South West Acute Hospital, 124 Irvinestown Road, Enniskillen BT74 6DN
Tel: 028 6638 2050/028 66 382608

- Undergraduate Lead of Medical & Dental Education/Pastoral Support
  Mr Seamus Dolan, Tel: 02866 382000 Ext 252157 Bleep 6135

- Sinead Doherty, Senior Manager, Senior Manager: Medical & Dental Education Tel: 028 7134 5171 Ext 213655 Email: sinead.doherty@westerntrust.hscni.net.

- Administrator, Mrs Christine McGovern
  Tel: 02866 382050 or 028 66 382000 ext 252710

- SWAH - Accommodation Office: Mrs Elaine Pettifer,
  Tel: 02866 382008 ext 254483 (Facilities Management Department)

- T & F Hospital Accommodation Office - Contact Jason Doherty
  Telephone: 028 82 833398 or 028 82 83 5312 9.00 – 5.00pm.
**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.

![Smoke Free since 30 March 2014](Image)

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.

**Western Health and Social Care Trust website:**
[http://www.westerntrust.hscni.net](http://www.westerntrust.hscni.net)

**Location of South West Acute Hospital**
The South West Acute Hospital is located to the north of Enniskillen off the main A32 Enniskillen to Omagh Road and approximately 1 mile from Enniskillen town.

A site map is available at [Appendix I](#) for your information.

**Medical and Dental Education MDE APP**
The MDE App is a mobile app to help medical education, doctors and students gain instant access to up and coming courses, events, documents and information. Your timetable will be available to view under the Undergraduate section - see [Appendix VIII](#) for full details.
Transport Services
For planning your journey to the hospital 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.

A shuttle bus service is provided from Monday to Saturday. Please see Appendix II for full details of bus times and stops.

Car Parking
Car Parking is available on site. The South West Acute Hospital has 931 spaces with 236 spaces currently chargeable and 695 spaces free. From the main roundabout turn left to the main hospital and follow sign for Key Worker Accommodation. See summary of car parking control measures for unauthorised parking charges.
See Altnagelvin and South West Acute Hospitals Car Parking Operational Procedures for more information on Trust intranet at:


**Fire Lectures**

Students are required to attend Fire Lectures – check with Medical Education staff for dates and times.

### 2.0 Teaching Facilities

The South West Acute Hospital is a designated teaching hospital.

Teaching of undergraduate medical students at the South West Acute Hospital takes place mainly at ward level, outpatient clinics, day case unit, theatres, A&E and in the Education Suite, Level 2.

The Education Suite is situated on Level 2 and includes a Lecture Theatre, Resuscitation Training room, 1 large training room with video conferencing facilities, Clinical Skills Training Room, Manual Handling Training Room and 3 teaching and

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**Summary of Car Parking Control Measures**

**WESTERN TRUST CAR PARKING OPERATIONAL PROCEDURES**

<table>
<thead>
<tr>
<th>MANAGED AREA/ROUTE</th>
<th>UNAUTHORISED PARKING NOTICE</th>
<th>PARKING NOTICE</th>
<th>CHARGE £40.00 (€20.00 if paid within 14 days)</th>
<th>TOW AWAY (Cost Recovery £150)</th>
</tr>
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<tbody>
<tr>
<td>Grass Verge</td>
<td>For first offence</td>
<td>Second and subsequent offences</td>
<td>(12 month rolling period)</td>
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<td>Pavement</td>
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<td>Cross Hatched Area</td>
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<td>Disabled Bay without a valid permit</td>
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<tr>
<td>Blue Light Route</td>
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<tr>
<td>Roadway and Access Points</td>
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<td>Delivery or access point</td>
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<td>Car Park Entrances/Exits</td>
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<td>Drop Off Zones</td>
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Parked in but not blocking.
Parked in and or blocking.
tutorial rooms. The rooms are equipped with a computer, data projector and interactive white boards. Video conferencing facilities are available to facilitate links to Queen’s University Belfast and Altnagelvin Area Hospital.

There are 2 study places with computers in Room 4, Education Suite connected to the wifi guest access.

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

### 2.1 Simulation

The Medical Centre in SWAH also has a range of simulation equipment. Some of this equipment is for use only when accompanied by appropriate medical staff. See MDE App for a full list of equipment. Equipment includes:

- Central Venous Cannulation Simulator
- Shoulder for joint injection
- Knee for aspiration
- Adult Rectal Examination Trainer
- Pelvic Trainer
- Chest Drain Trainer
- Chest Drain & Needle Decompression Trainer
- Lumbar Puncture & Epidural Simulator
- Colonoscopy Training Model
- Esophago-Gastro Duodenoscopy (EGD) Simulator
- Advanced Male & Female Catheterisation Trainers
- Baby Hippy
- Paediatric Lumbar Puncture
- Thyroid Disease Model
- Chester Chest Model with Advanced Arm and Peripheral Port
- Sigmoidoscopic Examination Simulator
- Infusion Arm Trainer
- Wilma Wound Foot
- Ingrowing Toenail Trainer
- Professional Abdominal Opening & Closure Trainer
- Examination and Diagnostic Breast Trainer
- Advanced Breast Examination Trainer
- Baby PROMPT
- LaproTrain
- Difficult Airway Management Simulator Training
- Welch Allyn Diagnostic Set with Otoscope
- SimBaby
- SimMan
- Suture Kits

### 2.2 Teaching Fellow

The Medical and Dental Education Department have recruited two Teaching Fellows to share the role to deliver clinical teaching and mentoring to undergraduate medical students. Dr Eamon McCarron is available on bleep 6163
and Dr Lauren Hackney, Bleep 6411 or by contacting Medical and Dental Education. Both doctors will be available to assist with any teaching/OSCE queries you may have.

2.3 Peer Assisted Learning
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.

2.4 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 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 details at Appendix……. Under Essential Reading. 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. Please contact Accommodation contacts at……. 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.

2.5 Travel Reimbursement

You may be required to attend peripheral clinics more than 1.5 miles from the hospital site. If so, you are entitled to reimbursement. An expenses form available from Medical Education Office, should be completed and the public transport receipt attached. The form should be approved by the supervising consultant at the clinic or the undergraduate tutor and then return to Sinead Doherty, Medical & Dental Education Manager, Administration Building, Altnagelvin Hospital, Western Health & Social Care Trust, telephone: 028 7134 5171 ext. 213655 email: sinead.doherty@westerntrust.hscni.net.

3.0 Hospital Profile – South West Acute Hospital

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.

Level 0

Ward 1 – Medical Surgical Assessment Unit
The Assessment Unit provides medical and surgical assessment of the acutely ill patient for admission – including Medical and Surgical intervention. Contact: Consultant Dr Shiva Sreenivasan Ext 252391

Emergency Department
The Emergency Department is on the ground floor and is located immediately adjacent to XRay. A dedicated ‘hot’ lift has been provided to link the Emergency Department to Intensive Care, Coronary Care and Theatres which are located directly one floor above on level 1. Contact: Mr Tom Allen Ext: 252035.

Radiology Department
The Radiology Department is located on Level 0; Block J, close to outpatient services and the Emergency Department. Contact: Dr P Conneally Ext 252136 X-Ray Reception 252423

The radiology Department provides the following outpatient and inpatient services:

- Ultrasound
- CT
- MRI
- Digital Radiography
- Dental Radiography
- DEXA
- Fluoroscopy
Outpatient Clinics
Outpatient Clinics are held in the South West Acute Hospital, Tyrone County Hospital and in Tyrone & Fermanagh Hospital. In the South West Acute Hospital there are 3 Outpatient waiting areas situated on Level 0.

Level 1
Cardiac and Critical Care Unit
This critical care area which is located on Level 1 encompasses the Coronary Care Unit (CCU), Intensive Care Unit (ICU) and the High Dependency Unit (HDU) which is for the management and resuscitation of acutely ill patients. In the case of HDU & ICU this encompasses all specialities of medicine while the CCU is a dedicated unit for acute and complex cardiac conditions. Tel: Cardiology ext 252178  Critical Care Unit/ICU Ext 252053.

Surgical & Gynae Department - Ward 8
The Surgical Unit is based in Ward 8 on the first floor. The Acute Emergency Gynae and Surgical patients are admitted to Ward 8 and the Elective Gynae and Surgical patients to Ward 9. The Surgical Unit is strategically positioned in relation to the theatres and the Medical and Surgical Assessment Unit.

Obstetrics Department
The Maternity In-Patients and Maternity Delivery Suite are situated on Level 1. The Delivery Suite has two birthing pools. The antenatal ward is situated on the ground floor and the High Risk Labour Ward on the first floor. The Neonatal unit is located near the High Risk Labour Ward on the first floor.

The Maternity and Fetal Assessment Unit is open every day including weekends with an early pregnancy clinic running week days only. The early pregnancy clinic is based on the first floor.

Paediatric Department
The Childrens Ward situated on Level 1, provides acute care for patients up to 16 years of age. All rooms are single occupant. There is an ambulatory unit and facilities for high dependency. The new ward is a very child-friendly environment which includes play areas. Children’s social services are contained in the same section of the hospital. There is a separate paediatric outpatient clinic on the ground floor.

Endoscopy and Day Procedure Units
The Endoscopy and Day Procedure Units, based in Level 1, are utilised by consultant medical staff from various specialties, including general surgery, gynaecology and general medicine. The Endoscopy Unit has an open access referral system for specific Gastro-Intestinal problems. Procedures performed include, gastroscopy, colonoscopy, sigmoidoscopy, cystoscopy and hysteroscopy. The Day Procedure Unit provides day case surgery and minor operations and has developed Dental lists for Cavan, Monaghan and Meath in the Republic of Ireland. Tel ext 252070/252076.

Respiratory Investigation Department
Lung function testing, sleep studies, cardiopulmonary exercise stress testing, FENO [fraction exhaled nitric oxide] testing, mannitol challenge tests.
**Endoscopy**
Bronchoscopy, endobronchial ultrasound

**Theatres**
The main Theatre Dept is on Level 1 and consists of three theatres (two are in operation at present). This is supported by a six bedded recovery unit. Elective surgery runs over ten sessions per week.

Emergency surgery covers 24/7/365.

The specialities are General Surgery/Gynaecology/Urology/Obstetrics. Elective surgery commences knife to skin at 9.00am/1.30pm.

Medical students are very welcome to our Theatre Dept, however they must sign in/out to Dept, wear scrubs provided and change into outdoor clothes if leaving Theatres. No jewellery policy except for wedding band.

**Level 2**
**Wards 2 & 3 – Medical Wards**
Both wards provide general care for medical patients of all specialities.
Tel: Ward 2 Main Staff Base 252402    Tel Ward 3 Main Staff Base 252406

**Ward 9 – Elective Surgery**
Ward 9 is a 20 bedded area for elective patients. The ward deals with post trauma patients and emergencies which have a discharge date in a few days.
Ward 9 Main Staff Base 252414

**Level 3**
**Stroke Ward 5**
The Stroke Unit provides hyper-acute stroke care including thrombolysis and rehabilitation of stroke patients.
Tel: Ward 5 Reception 254015

**Care of the Older Person – Wards 6 & 7**
Wards 6 & 7 provide acute care and rehabilitation of older patients.
Tel: Reception Wards 6 & 7 ext. 254025

**Diagnostic and Support Services**
Laboratory Service – Level -1

**Additional Support Services**
- Pharmacy Services
- Nutrition And Dietetics
- Speech And Language Therapy Service
- Physiotherapy Department
- Occupational Therapy
- Orthoptics
- Podiatry Service
- Ambulance Service
3.1 Hospital Profile – Tyrone and Fermanagh Hospital

The wards are:
- Elm - Females Under 65 years. (13 beds including up to 3 intensive beds)
- Lime - Males Under 65 years. (13 beds including up to 3 intensive beds)
- Oak A - Admission ward for Over 65 years (functional illnesses)
- Oak B - Assessment Unit for Dementia and Respite Care.
- Addiction Treatment Unit - offers a range of services; including psycho-social therapies, pharmacological interventions, alcohol home detoxification and Opiate Substitution Treatment.

Rehabilitation and Continuing care
Child and Adolescent Service - CAMHS provide a service to Children & Young People up to the age of 18 years.

4.0 General Information

4.1 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

4.2 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.

4.3 Identification
All students must wear their QUB identification badges at all time.

4.4 Sickness Reporting
If for any reason you are 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.

4.5 Telephones
Within each teaching room an internal telephone has been provided for hospital use only. There is a public telephone placed on Level 0 near reception. There is also internal telephone access available on the corridors in accommodation should the need arise to use one in an emergency situation. Switchboard can be contacted by dialling ‘0’. Please note that switchboard do not connect personal calls.

4.6 Bleeps
To bleep Medical Staff – dial 8 + bleep number + telephone extension number.

4.7 Swipe cards
Swipe Cards will be issued to you if you are not receding in the accommodation in the South West Acute Hospital for the duration of your placement for a deposit of £5. This deposit will be refunded on return of the 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 swipe card will be deactivated and the £5 will be used to pay for a replacement swipe card.

4.8 Use of Electrical Equipment
All staff and visitors portable electrical equipment needs to be PAT tested prior to use to ensure that these are suitable for connecting in the hospital electrical supply.
ALL items brought into the hospital or Key Worker Accommodation by Visitors, Staff or Patients must be tested prior to use – with the following exceptions:
- Mobile phone chargers
- Games Consoles (i.e. Nintendo DS)
- Portable Radios

That means that all other items such as hairdryers, laptops must be tested before being plugged into the hospital electricity supply.

Residents must advise Interserve of the items to be tested and request a PAT test via the **Interserve Helpdesk on ext. 258888.**

### 4.9 Catering Facilities

**Restaurant - SWAH**
The Restaurant is located on Level 1 of the main hospital.

The opening hours are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.30am - 11.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 noon - 2.30pm</td>
</tr>
<tr>
<td>Afternoon</td>
<td>3.00pm – 5.00pm</td>
</tr>
<tr>
<td>Evening Tea</td>
<td>5.30pm - 7.00pm</td>
</tr>
<tr>
<td>Night Service</td>
<td>None available</td>
</tr>
</tbody>
</table>

There is a coffee bar with a seating area on Level 0 beside the shop which is opened from 9.30 am to 5.30pm and from 6.00pm – 7.30pm each day.

**Canteen – T&F Hospital**
The canteen is situated in the main Hospital building.

**Opening Times:**

Monday - Friday  
9.00am – 2.00pm

### 5.0 Shop - SWAH

The shop is located on Level 0 and is opened from 7.30 am to 8.30 pm each day.

### 5.1 Hairdressing Salon - SWAH

A hairdressing salon is located on Level 0 beside the shop. Opening hours are:

- Tuesday 9.00am – 5.30 pm
- Wednesday 9.00am – 5.30 pm
- Thursday – 9.00am - late
- Friday – 9.00am - late
- Saturday 9.00am – 4.00pm
5.2 **Vending Machines**
Vending machines are available throughout the hospital for use by all students and staff.

5.3 **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 number of lockers are available for student use on receipt of a £10 refundable deposit in Room 4, Education Centre, South West Acute Hospital. Contact Medical and Dental Education office.
Lockers are available in Cedar Villa, T&F Hospital.

Please return locker key at the end of your placement.

5.4 **Prayer & Reflection Areas**
In the South West Acute Hospital there is a prayer and reflection room located on Level 0.

There is no church or chapel facilities available on site in the T&F Hospital.

5.5 **Occupational Health**

Occupational Health is situated on Level 0.

It is your responsibility to read any relevant Health and Safety documentation as advised by staff members on the first day of your placement.

If you need to contact the Trust Occupational Health Department please telephone 028 6638 2430.

5.6 **Banks**

There is a cash withdrawal bank machine facility in SWAH on Level 0 beside the shop.

5.7 **LIBRARY & ICT FACILITIES**

**South West Acute Hospital Library**
- Located on Level 1, Education Centre, South West Acute Hospital
- Opening hours: Mon-Thurs 9am – 9pm; Fri 9am – 5pm (provisional)
- Library is not staffed
- Small multi-professional book collection
- Books can be borrowed for 4 weeks at a time – use the Borrowing Ledger provided
- Small print medical journal collection – reference only and may not be borrowed
- 8 PCs on a guest network with printing, scanning and internet access, including access to web-based mail, social media, own USBs and remote drives.
- Wi-Fi available to all library users
• 24 study spaces

**Tyrone & Fermanagh Hospital Library**

- Located in Cedar Villa, Tyrone & Fermanagh Hospital
- Opening hours: Mon-Thurs 9.00am – 5.00pm; Fri 9.00am – 5.00pm
- Library is not staffed
- Small multi-professional book collection for mental health, psychiatry and psychology
- Books can be borrowed for 4 weeks at a time – use the Borrowing Ledger provided
- Small print psychiatry journal collection – reference only and may not be borrowed
- 2 PCs on the Trust network with printing and internet access
- 4 study spaces
- There are 2 PCs with internet access at Elm/Lime Wards and 1 PC in the Community Services Department.
- There are 2 PCs available with guest access and printing facilities in Room 1, Flat 6 in the Accommodation Building, T&F Hospital.

**UpToDate Anywhere(Mobile App)**

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). 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.

**Laptop for Loan**

One ‘guest access network’ enabled laptop is available from the Medical & Dental Education Office in SWAH on loan between the hours of 9.00am – 5.00pm. You will be required to sign the laptop out and in and adhere to Trust policies whilst using it. The laptop can be borrowed for a maximum period of 24 hours at which stage you must return it to the Medical & Dental Education office and, if required you may extend the booking for a further 24 hours.

**Wifi Access**

Wifi is available in the South West Acute Hospital and in the accommodation of the Tyrone & Fermanagh Hospital just follow settings on your device see Appendix III. Should you encounter problems with connecting to the wifi please contact Medical and Dental Education. Any issues will be logged via the ICT portal and will be chased up after 24 hours.

**6.0 RESIDENTIAL ACCOMMODATION**

Accommodation is provided in a purpose-built wing, named Key Worker Accommodation attached to the South West Acute Hospital. Written information on house rules is provided to residents. You are expected to adhere to these house rules. Noise must be kept to a level acceptable to other residents.
6.1 Booking Accommodation

Accommodation is provided in a purpose-built wing, named Key Worker Accommodation attached to the South West Acute Hospital. Written information on house rules is provided to residents. You are expected to adhere to these house rules. Accommodation for T&F Hospital students is provided in the Nurses’ Home accommodation block within the grounds of Tyrone & Fermanagh Hospital.

All Accommodation issues should be addressed to Site Management SWAH Ext 254410/254483 or T&F Ext 233801. If you have specific needs in terms of facilities or access please contact Perpetua Lewis p.lewis@qub.ac.uk

Please ensure you also let Medical Education know so we are aware of any issues. Room number and date/nature of problem should be included.

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.

Residential accommodation for undergraduate medical students is provided in block B Key worker accommodation block. A refundable deposit of £75.00 is required. Students are not required to pay for their accommodation.

Students must give the Accommodation Officer at least two weeks’ notice and pay deposit in advance of the commencement of their attachment.

Students must also advise the Accommodation Officer if they are not availing of accommodation.

Accommodation Office: Elaine Pettifer
South West Acute Hospital
Tel: 02866 38 2008/2319
Email: Elaine.pettifer@westerntrust.hscni.net
maxine.mcgowan@westerntrust.hscni.net

Students are only allocated a room whilst on attachment at the South West Acute Hospital.

For accommodation in Tyrone & Fermanagh Hospital please contact Jason Doherty on 028 82 833398

Students should adhere to the Tenancy Regulations – see Appendix V.

6.2 Deposit

A refundable deposit of £75.00 is required prior to the issue of keys. Deposits are refundable upon satisfactory inspection of rooms and return of keys. All rooms must be left as per Point 1 of the Tenancy Regulations.

PLEASE NOTE: KEYS WILL NOT BE ISSUED UNTIL PROOF OF DEPOSIT HAS BEEN RECEIVED
Deposits can be made by the following methods:

- By cash/cheque payment to the Cash Office, South West Acute Hospital, 124 Irvinestown Road, Enniskillen, BT74 6DN.
- Credit/debit card in person or by telephone: 028 66 382519
- The Cash Office opening hours:
  - Mon-Thurs 10.00am – 4.00pm
  - Friday 10.00am – 12.45pm
  - Closed for lunch 12:45 – 1:30pm

*(Please refer to Appendix VI, as you will be required to complete the Tenancy Record when collecting keys.)*

### 6.3 Key Collection

Once the deposit has been paid accommodation keys and a swipe card will be ready for collection from Switchboard/Main Reception (open 24 hrs) in the main hospital building.

If you wish to arrive on a Sunday evening, you must inform the Accommodation Officer before Friday at 12 noon and keys will be left for collection at Switchboard.

**NOTE: THERE MAY BE TIMES WHEN A ROOM WILL NOT BE AVAILABLE UNTIL MONDAY MORNING**

If students arrive without having booked they will be responsible for arranging their own accommodation for the night and also responsible for the cost. (Nursing staff will not allocate keys for persons who have not pre booked.

Rooms will be reallocated if keys are not collected within 24 hours of the start of placement, unless specific arrangements are made with the Accommodation Officer.

### 6.4 Key Return

Rooms must be vacated by 10.00am on the last scheduled day of your placement, keys and swipe cards returned to the Accommodation Officer or Switchboard. If you require your room for any reason after 10:00am you must inform the accommodation officer so other arrangements can be made. A room will be provided for your luggage until you are vacating if necessary.

### 6.5 Accommodation

**Bedrooms**

Bedrooms in South West Acute Hospital are en suite, clean and of adequate size. Furniture includes a bed, bedside table, dressing table, shelves, wardrobe, drawers and an easy chair. Each room has a study lamp, sink, mirror and towel rail. Bed linen and towels are available on request.

In the Tyrone & Fermanagh Hospital there are 4 bedrooms in the flat. Each room has a bed, bedside lamp, wardrobe, desk, upright chair, mirror and storage box. The bedrooms are cleaned at changeover when fresh bed linen and towels are provided.
Shared Facilities – South West Acute Hospital
Facilities are shared between 4 and 6 persons. Residents are expected to keep these areas clean and tidy as in your own home. Students are responsible for washing their own dishes and keeping the kitchen clean and tidy. A laundry room is situated on each floor.

Shared Facilities - Tyrone & Fermanagh Hospital
There is a living room with easy chairs and a television.
You may use the facilities provided for staff, patients and visitors. These may be kitchenettes, tea-rooms, seminar rooms, rest rooms etc. These rooms are often used by other groups and may not always be available during your free time.

Reporting Faults
Contact Interserve Helpdesk 258888 to report faults, or you may contact switchboard who will in turn contact the on-call estates person.

In T&F Hospital contact Jason Doherty ext 233801.

Domestic Services
Bed linen is changed once per week. Towels are provided twice per week, or if and when required. Bedrooms are cleaned prior to the commencement of your attachment.

There is a laundry room situated on each floor. Washing powder is not provided.

In the Tyrone & Fermanagh Hospital a washer dryer is available for personal laundry. You may also use the facilities in the medical accommodation. An iron and ironing board is available on request.

6.7 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 Director of Medical Education will report these to the University Dean.

7.0 Pastoral Tutor
Mr Seamus Dolan is Pastoral Tutor for the South West Acute Hospital and can be contacted on bleep 6135 or Ext 252157.

Dr Stephen Moore is Pastoral Tutor in the Tyrone and Fermanagh Hospital and can be contacted via switchboard 028 82833100
# Co-ordinators of Undergraduate Education

<table>
<thead>
<tr>
<th>Year</th>
<th>Specialty</th>
<th>Name</th>
<th>Ext. No</th>
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<tbody>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Mr Seamus Dolan</td>
<td>252157 or Bleep 6135</td>
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<td>Lead</td>
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<tr>
<td>3</td>
<td>Medicine</td>
<td>Dr Breffni Keegan (South West Acute)</td>
<td>252172</td>
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<tr>
<td></td>
<td>Cardiology</td>
<td></td>
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<tr>
<td>3</td>
<td>Surgery</td>
<td>Mr E Ghareeb (South West Acute)</td>
<td>252163</td>
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<td>Child Health</td>
<td>Dr Nicholas Lipscomb (South West Acute)</td>
<td>255089</td>
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<td>4</td>
<td>Ageing Health</td>
<td>Dr Jim Kelly (South West Acute)</td>
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<td>POEM</td>
<td>EM - Mr Tom Allen (South West Acute)</td>
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<td>Anaesthetics - Dr Mada McCrea (South West Acute)</td>
<td>252260</td>
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<td>Psychiatry - T&amp;F</td>
<td>Dr Stephen Moore (T&amp;F)</td>
<td>235191</td>
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<tr>
<td>5</td>
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<td>Dr Eugene Campbell (South West Acute)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Intensive Care</td>
<td>Dr Ronan O’Hare (South West Acute)</td>
<td>Bleep contact switchboard</td>
</tr>
</tbody>
</table>

*Western Trust (Southern Sector) Foundation Programme Director - Dr Patrick Manley, Consultant in Psychiatry: Educational Supervisor - Dr Breffni Keegan, Consultant in Medicine*
### Shuttle Bus Timetable

#### Mondays to Fridays

<table>
<thead>
<tr>
<th>Service</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<tr>
<td>Enniskillen</td>
<td>07:15</td>
<td>08:00</td>
<td>11:00</td>
<td>12:00</td>
<td>14:30</td>
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<tr>
<td>Drumcree</td>
<td>08:15</td>
<td>09:00</td>
<td>12:30</td>
<td>13:45</td>
<td>15:45</td>
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<tr>
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<td>17:00</td>
<td>19:00</td>
<td>20:00</td>
<td>22:00</td>
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<tr>
<td>Drumcree</td>
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<td>21:30</td>
<td>22:45</td>
<td>24:45</td>
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<tr>
<td>Enniskillen</td>
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<td>01:00</td>
<td>03:30</td>
<td>04:45</td>
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#### Saturdays

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<tbody>
<tr>
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<tr>
<td>Drumcree</td>
<td>09:30</td>
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<tr>
<td>Enniskillen</td>
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#### Sundays

<table>
<thead>
<tr>
<th>Service</th>
<th>Sun</th>
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<tbody>
<tr>
<td>Enniskillen</td>
<td>09:30</td>
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**Notes:** LF = Operated by Low Floor vehicles.
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.

Should you encounter problems with connecting to the wifi please contact Medical and Dental Education. Any issues will be logged via the ICT portal and will be chased up after 24 hours.

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 you 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:

All smartphones will vary, however the principle steps outlined below will be the same.

Display a list of available networks. Tap WHSCT-GUEST.
You will then be required to read ALL of the Acceptable Use Policy.

If you agree with the policy you then Tap on Accept.

Please note you cannot Tap Accept until you scroll to the bottom of the Policy.

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.
Good Practice Guidelines for Computer Usage

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 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. The contact numbers are as follows:-

- ICT Support Desk Manager Ext 215555

ICT Services regularly monitors 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.
Tenancy Regulations

1. Deposit

In relation to medical student placements, a refundable deposit of £75.00 has been introduced 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. Students will be responsible for leaving rooms in a reasonable condition for new occupancy. All accumulated household rubbish should be removed to the appropriate wheelie bins for collection.

2. Principles of Conduct

(i) Noise

All radio, television, stereo equipment, musical instruments etc., must not be played after 11pm and 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. Wilful and repeated breach of this rule will result in immediate termination of the residency of the offending occupant(s).

(ii) Damage to Trust Property

Students are expected to take reasonable care of furniture and fittings and will be held responsible for any damage caused to Trust property. This will include making good any loss and/or replacement of same from the surety deposit.

(iii) 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 (eg. 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).

Students MUST NOT cover smoke/heat detectors under any circumstances. Students must adhere to Fire Safety Regulations and must vacate the premises immediately a fire alarm is activated.

NB: It is a serious offence to fail to respond to fire alarms and drills and not to adhere to Fire Code Regulations.
Students 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**

Students 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 student.

Students must show consideration towards each other and towards the Domestic Services staff and keep communal areas including kitchens clean and tidy.

4. **Additional Rules**

During the term of the tenancy students should observe the following rules:

- Do not hammer nails into walls
- Do not place posters on walls or doors with cellotape
- Do not place stickers on walls or doors
- Grill pans should be cleaned after use
- Do not remove grill pans or oven shelves from the kitchen
- Dishes i.e. crockery and utensils should be washed after use
- Return vacuum cleaners to utility area after use
- Return irons and iron boards to utility rooms on ground floor

5. **Bicycles**

Bicycles **must not** be kept in bedrooms or in communal areas. There is a designated bicycle shelter at the front of the hospital.

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. Loss of keys must be reported to the Accommodation Manager. **(A charge of £10.00 will be sought to replace lost keys).** All keys must be returned to the Accommodation Officer or switchboard upon vacation of accommodation. Failure to do so will result in a charge being deducted from the deposit.

7. **Visitors**

Bedrooms in residential accommodation are for the exclusive use of residents. Non-residents/unauthorized visitors are not permitted to enter the residential accommodation.

8. **Telephone Services**
There is also internal telephone access available on the corridors should the need arise to use one in an emergency situation. To contact switchboard dial ‘0’.

Personal calls are not available via the telephone operator at Switchboard.

Smoking is strictly forbidden on the premises (as per Trust No-Smoking Policy)

Alcohol is forbidden on the premises (as per Trust No-Alcohol Policy)
Appendix VI

Tenancy Record

Please note that you are required as part of your residential tenancy at South West Acute Hospital to complete the Tenancy Record for deposit refund of £75.00. Please complete and return to the Accommodation Officer, Level -1 Block A, Key Worker Accommodation, on the day immediately following your arrival (or alternatively please leave at switchboard).

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>
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<th>Receipt No.</th>
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The above details will be used to apply for a refund of deposit 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 confidentially.

Keys to rooms must be returned on the last day of your placement to the Accommodation Officer before 10.00 am. Third parties must not use keys. Failure to return 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 understood the House Rules relating to __________________________ student accommodation, and accept the conditions of my residency. I also acknowledge receipt of key and undertake full responsibility for them.

Signature: __________________________ Date: _______________

Accommodation Contact: ____________________________________________
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:

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:
- A Summary of Antibiotic Prophylaxis Protocol
- Adverse Incident Policy
- Antibiotic Guidelines
- Blood Component Transfusion Policy
- Blood Culture Policy
- Diabetic Ketoacidosis Protocol
- Dress Code Policy
- Electrocardiograph Recording a Standard
- F1 Induction – How to Prescribe Medicine
- Guidelines for Safe Handling and Disposal of Sharps
- Hand Hygiene Audit Protocol
- Hand Hygiene Technique
- Health and Safety Policy
- Hyperkalaemia Treatment for Adults
- Internet Policy
- Last Offices Policy
- Medicines Code
- Patient Handover Policy
- Policy for Prescribing Intravenous Fluids for Children
- Policy on Reducing the Harm Caused by Misplaced Nasogastric & Orogastric Feeding Tubes Policy
- Resuscitation Policy
- Verification of Life Extinct Policy
- Whistleblowing Policy

**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
- FIRE 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:
The following information is available at:

⇒ ICT
⇒ ICT FAQs

Medical and Dental Education Information

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.

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
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

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
⇒ 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 must 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.
Medical and Dental Education MDE APP – User Guide

The MDE app is a Mobile App to help medical educators, doctors and students gain instant access to up and coming courses, events, documents and information.

1. You can download the application from the AppStore to your iPad or iPhone. Both devices download the MDE app from the iPhone section of the app store.

Appstore link: iPhone and iPad.

https://itunes.apple.com/gb/app/mde/id1066344696?mt=8

If you have an Android device you should download via GooglePlay.

GooglePlay link: Android phones


2. After downloading and opening the app you will be prompted to create an account at the login screen. Simply click on the Sign Up button and enter the following details:

- Email
- Password
- Full Name
- Year of study/Trainee type/Trainer
3. You will then see your profile and a list of drop down sections to choose from.

**General**
Here you will find general information including Who’s Who in Medical Education, site locations and noticeboard.

**Documents**
This section includes essential and induction information, educational content, simulation equipment information, site maps, etc. Click on each section to reveal the documents within.

- Essential Information: important information trainers/trainees/students.
- Undergraduate: information, study guides and timetables for students.
- Foundation: information for Foundation trainees and supervisors/trainers.
- Induction: induction documents for all trainees.
- Trainers: information relating to all medical trainers.
- General Information: general information including site maps and usage guides for simulation equipment in both sites.
Course/Events

In this section you will see current courses and events at the CMDET, Altnagelvin, and Education Centre, SWAH, and elsewhere. These are updated by the Medical Education support staff.

Messages

You can use this instant message chat area to discuss topics with colleagues.

Logout

To Logout from your session click the ‘three lines’ icon on the top right and choose Logout.

Bookings

You can request a booking for any of the teaching areas at CMDET, Altnagelvin, and Education Centre, SWAH, using the Request Booking button. You can also view available equipment for each room.

Places to Go

In this section you can find local info including tourist spots, places to eat etc.