

SOUTHERN TRUST QUB MEDICAL UNDERGRADUATE STUDENT FACT SHEET

Southern Trust Student Handbook

A more comprehensive Student Handbook is available at <http://www.southerndocs.hscni.net/qub/>

Clinical Sub Dean

Dr Mae McConnell is the Clinical Sub Dean for Undergraduate Education in the Southern Trust. She can be contacted via Kelly Wylie, Sub Deanery office, 1st Floor, MEC or Claire Skelton, reception Ground Floor, Medical Education Centre, CAH. Dr John Harty is the Assistant Sub Dean based at Daisy Hill Hospital, he can be contacted via Ann Corvan or Sonia Ferris on the 1st Floor, Clanrye House, DHH.

Keeping UpToDate with Clinical Developments

The SHSCT has a Subscription to UpToDate Anywhere which is available throughout the SHSCT intranet via the link on trust intranet homepage and off-site. UpToDate Anywhere is an online clinical resource which incorporates the latest evidence-based medicine and provides specific, reliable and succinct recommendations for patient care. Over 300,000 clinicians in 140 countries use UpToDate to quickly answer questions at the point of care and it is currently part of practice at the most prominent teaching hospitals worldwide. Once you register on-site for access you have Anywhere (off-site) access for 3 months at a time. To maintain off-site access you need to log on via Trust PC every 3 months.

For more information, contact Craigavon Healthcare Library 028 375 62108.

IT / Website Access Issues

If you experience any difficulties accessing a legitimate website, it is **essential** that you report this to the Library staff on the relevant site **immediately**; as issues cannot easily be resolved after your placement has ended.

Wi-Fi Access

Public access Wi-Fi is available throughout the Southern Trust and in the student accommodation blocks. Wi-Fi can be accessed via the following Wi-Fi Network:-

(FREE_SHSCT_WiFi) - NB Wi-Fi will disconnect after 15 minutes of inactivity or once your screen is locked on your device. If you have difficulties connecting try opening your web browser and signing into 8.8.8.8

Problems with public access Wi-Fi in CAH should be reported to BT directly on 0800 022 3322. The Sub Deanery Office would like to be made aware if service is not restored.

Lockers

Lockers are available in the Medical Education Centre, Craigavon Area Hospital and Clanrye House, Daisy Hill Hospital. Please contact staff at MEC if you wish to hire a locker.

Swipe Cards for Access to MEC & Wards/Departments

Swipe cards are available from:-

Claire Skelton at MEC, CAH

Ann Corvan at Clanrye House, DHH

It is essential that you return these at the end of your placement.

Library Facilities - Craigavon Area Hospital

The Healthcare Library of Northern Ireland is on the first floor in the MEC, CAH. It has 4 separate rooms: The library, 2 computer rooms and a reading room. Students can borrow books, access PCs (18 available) and use the library rooms as a place to study. Online book & journal access is via Queen's University Library. Books can be borrowed using your QUB student card and normal library rules apply. Printing and photocopying are available for a nominal charge.

The library is staffed at the following times:-

Monday - Thursday	9.00am-5.00pm
Friday	9.00am-4.30pm

Please note there is no access to the library books outside opening hours. However the Computer & Reading Rooms are open 24/7. You may need to contact the hospital porters at the Accident & Emergency Department to gain access if the door is locked and you must show your student card to gain access. Alternatively, you may obtain a swipe card for a refundable deposit of £10.00, which will provide access. Swipe cards are available from the MEC Administrator, Medical Education Centre telephone: 028 375 62102.

Library Facilities – Daisy Hill Hospital

The Medical Education Centre Office and Library/IT Suite is located on the 1st Floor, Clanrye House, Daisy Hill Hospital.

There are 4 computers with internet access, word processing, PowerPoint etc. Printing and /scanning are also available. Wi-Fi access is also provided and the password is displayed.

A few core undergraduate texts available for 1 week loan. Students are encouraged to use the vast range of online resources available through QUB

Library: <https://www.qub.ac.uk/directorates/InformationServices/TheLibrary/>

Help with using the e-resources is available by contacting the library staff in Craigavon Tel 028 375 62108 or the Medical Library 028 9097 6021.

A swipe card will be required to access Clanrye House.

Travel Expenses for Travel between Trust Facilities

As part of your placement you may be required to attend peripheral clinics greater than 1.5 miles from the Hospital site. You are entitled to reimbursement for this 'within-placement' travel. Travel claims for expenses incurred from home to base will **not** be accepted. Travel Claims will be accepted by the Trust for undergraduates required to travel from base hospital to other clinical placement sites during their Southern Trust placement.

Only one claim form should be submitted per placement. Payments will be made by electronic transfer or by cheque. Claims must be authorised by the Supervising Consultant and should be submitted within 4 weeks of placement ending.

Claim forms can be obtained from the Medical Education Administrators, Craigavon Area Hospital – Tel: 028 375 62102 / Daisy Hill Hospital – Tel: 028 375 62691

Completed forms should be authorised by the Supervising Consultant/UG Lead and submitted to the Sub-deanery office, Medical Education Centre at CAH or DHH for Sub-dean approval within 4 weeks of placement end date.

Clinical Incidents

If you are involved in a clinical incident, accident or untoward event during your placement e.g. needle-stick injury, equipment fault, fall, etc. it is your responsibility to report this to your Undergraduate Educational Lead.

Issues during Clinical Attachment

To ensure you receive the maximum benefit from your clinical attachment within the Southern Trust, we would appreciate that you highlight any issues that arise **during** your attachment eg clinical or infrastructure issues. You can do this via the Undergraduate admin staff at CAH or DHH or by submitting details on the following link <http://www.southerndocs.hscni.net/qub-student-feedback/> Please include as much detail as possible including contact information in case we need to follow up.

End of Placement Feedback – Survey Monkey

You will receive an email link from QUB towards the end of your placement asking you to provide feedback on your attachment. We value your feedback and comments and would be obliged if you could ensure that you complete this online survey.

Please note that the a full Southern Trust Student Handbook can be found online at <http://www.southerndocs.hscni.net/qub/>