



Southern Health  
and Social Care Trust

Information Booklet  
QUB Medical Students  
2021-2022

Undergraduate Sub Dean Office  
Medical Education Centre  
Craigavon Area Hospital  
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## Undergraduate Teaching in the Southern Trust

The two main teaching hospitals within the Southern Health and Social Care Trust are Craigavon Area Hospital and Daisy Hill Hospital. However, teaching will take place in the following hospital sites:-

- Craigavon Area Hospital
- Craigavon Area Hospital, Bluestone Unit
- Daisy Hill Hospital, Newry
- Lurgan Hospital, Lurgan
- St Luke's Hospital, Armagh
- South Tyrone Hospital, Dungannon

Teaching may also take place in other community sites within the Trust. Reimbursement of travel expenses will be met for students required to travel from base hospital to other clinical placement sites within the Southern Trust during their placement (see useful forms section).

### **Clinical Sub Dean**

Dr Mae McConnell is the Clinical Sub Dean for Undergraduate Education in the Southern Trust. She can be contacted via [sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net). Dr John Harty is the Assistant Sub Dean based at Daisy Hill Hospital, he can be contacted via Ann Corvan or Sonia Ferris in the Medical Education Centre, DHH.

See Appendix 1 for Sub-Deanery Structure.

## Our Hospitals

### Craigavon Area Hospital



Craigavon Area Hospital is located in Craigavon, County Armagh and is an essential part of the hospital network provided by the Southern Trust. The Trust's acute hospital network—Craigavon and Daisy Hill Hospitals—now serve a population of over 360,000 with patients being treated in both hospitals from outside the Southern Trust's catchment area. The Bluestone Unit within the CAH site is the main location for psychiatry services within the Trust with some psychiatry teaching taking place at St Luke's Hospital.

The Trust website is <http://www.southerntrust.hscni.net>

Craigavon Area Hospital has a NO SMOKING policy. Smoking is not permitted by any person in any building, including at entrances or exits or in any Trust vehicle.

### **Hospital Location**

Craigavon Hospital is located between Craigavon and Portadown.

Click [here](#) for a detailed map of the main Hospital. same map

The [Translink](#) website is very informative for planning your journey by public transport.

Free Car parking spaces are available adjacent to the staff accommodation blocks.

### **Residential Accommodation**

Residential accommodation is provided within the grounds of Craigavon Area Hospital.

Four accommodation blocks (Oaks, Elms, Maples and Cedars) are divided into 3 or 4 bedroom flats with associated facilities. A comprehensive information booklet is provided to residents when booking is made. Students will be asked to give their contact number, areas of study when residing in accommodation at CAH and an

alternative email address other than QUB email address when signing and dating Residential Information booklet.

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

### **Booking Accommodation**

**YOU MUST give at least FOUR weeks' notice to book residential accommodation.** If you fail to give the appropriate notice, a room may not be available and you may have to find alternative accommodation at your own expense. Keys will not be left for collection unless booked four weeks in advance.

You can book accommodation by contacting the Accommodation Officer via email or telephone (email bookings preferred).

Email: [CAH.ResidentialAccomm@southerntrust.hscni.net](mailto:CAH.ResidentialAccomm@southerntrust.hscni.net)

Telephone 028 375 60083 / 07717 224604 (answering machine is checked daily).

### **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. (Staff will not allocate keys for persons who have not pre booked under any circumstances).**

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. If you no longer require your accommodation during placement, please return keys as soon as possible. If it is discovered that rooms are not being used keys may be recalled and room reallocated by the Accommodation Officer.

The Accommodation Officer's Office is located on the Ground Floor, Oaks Block.

### **Opening Times**

Monday: 8.00am to 17:00 pm

Tuesday: 8.00 am to 12 Noon

Wednesday: 8.00 am to 14:00 pm

Thursday: 8.00 am to 17:00 pm

Friday: 8.00 am to 17:00 pm

**Students are only allocated a room whilst on attachment at Craigavon Area Hospital.**

### **Deposit**

No deposit is required.

### **Key Collection**

Keys may be collected from the Accommodation Officer during the times noted above. Alternatively, keys may be collected from Hospital Reception, Main Hospital (staffed 24 hours) **by prior arrangement only.**

Due to increased demand on residential accommodation, it is imperative that you collect keys only if you require accommodation for the duration of your placement. If you require a room on an ad hoc basis only, please advise the Accommodation Officer.

All medical students are to read and sign the Regulation Information which you will receive via email when booking. This must be signed and emailed back to the Accommodation Officer prior to your booking being confirmed.

### **Return of Keys**

Keys should be returned to the Accommodation Officer by posting them in the letter box located at the front entrance to The Oaks Accommodation block. Alternatively keys can be returned to the main hospital reception.

If keys are not returned a charge of £20.00 will be applied.

### **Accommodation Concerns**

Please report any routine repairs to the Accommodation Officer as soon as possible so these can be reported onto maintenance and rectified during your stay if possible. If the Accommodation Office is closed, please contact the Accommodation Officer on extension 60083 (answering machine checked daily), or via e-mail [CAH.ResidentialAccomm@southerntrust.hscni.net](mailto:CAH.ResidentialAccomm@southerntrust.hscni.net) or [evaclaire.mcdowell@southerntrust.hscni.net](mailto:evaclaire.mcdowell@southerntrust.hscni.net)

**If repairs are required in the out of hours period please contact Switchboard by dialling 0 on an internal telephone (located in the main foyer of each accommodation block) or by dialling 028 38 334444 from a mobile telephone. Switchboard will contact our Estates Officers to have the issue resolved.**

### **Description of Accommodation**

Residents should be familiar with the accommodations rules issued by Craigavon Area Hospital – a copy of these will be emailed to you when booking accommodation.

The Southern Health & Social Care Trust does not accept responsibility or liability for loss of, or damage to, any personal items. You are, therefore, strongly advised to arrange personal insurance cover for your personal property.

Internal telephones are located within each accommodation block.

### **Disability Provisions**

Low level sockets are available.

One disabled parking space is available at the Maples and approximately 3 spaces at the nearby Cedars and Rowans.

### **Bedrooms**

Each bedroom has a bed, desk, upright chair, lamp and wardrobe. Towels are provided and fresh bed linen available on request.



## **Bathrooms**

One bathroom serves 3 or 4 bedrooms. Facilities include a toilet, wash-hand basin and a shower. Hot water is available all day.

## **Laundry Facilities**

Washing machines, tumble dryers and an ironing board are available in the Laundry Room in each block. Washing powder is not supplied. An iron may be requested from the Accommodation Officer.

### **Please Note:**

Residents are expected to keep flats clean and tidy as in your own home. Students are responsible for washing their own dishes and keeping the kitchen clean and tidy.

## **Reporting of Accidents/Incidents**

All accidents/incidents including near misses, security incidents and incidents involving violent or threatening behaviour must be reported.

If you have been involved in an accident/incident which occurs in the residential accommodation, or on the hospital grounds, please report, at the earliest possible opportunity, to the Accommodation Officer, Ext No. 60083 or via email

[CAH.ResidentialAccomm@southerntrust.hscni.net](mailto:CAH.ResidentialAccomm@southerntrust.hscni.net) or  
[evaclaire.mcdowell@southerntrust.hscni.net](mailto:evaclaire.mcdowell@southerntrust.hscni.net)

## **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.

## **GENERAL INFORMATION**

### **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 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 the Accommodation Officer of any items requiring testing.

## Catering Facilities

### Self-Catering

One kitchen serves 4 bedrooms. Equipment includes a hob and oven, fridge freezer, kettle, toaster, cutlery, crockery, storage and food preparation areas and a fire blanket. Cooking utensils are available on request.

A cleaning service is provided for communal areas however, this does not include washing of kitchen, crockery or pots.

All residents are expected to leave facilities clean and tidy.

### Restaurant

The staff restaurant is located in the main Hospital building.

### Dining Room

The Dining Room will be open 24/7 and service times will be:

Breakfast: 8am – 11.30am

Lunch: 11.45am – 2.30pm

Evening Tea: 4pm – 7.30pm

Vending machines are located in Broadway and the Peadiatrics Department.

A Coffee Bar is now located within the Dining Room. Beverages, sandwiches and pastries are available.

Opening Times:

Monday - Friday

8.00am – 3.45 pm

Saturday & Sunday

8.00am- 3.00 pm

Portacabin / Modular Build

Opening Times

Monday – Friday

8.30am – 3.00pm

Coffee Bar temporarily closed due to Covid-19

## Social Facilities

A spacious lounge with a television, chairs and sofas is available on the ground floor of the residential accommodation blocks. You may use the facilities provided for staff, patients and visitors in the main hospital. These may be kitchenettes, tearooms, seminar rooms, rest rooms etc. These rooms are often used by other groups and may not always be available during your free time.

## Medical Education Centre @ CAH

The Medical Education Centre is located on the main hospital site at Craigavon Area Hospital, near the canteen.

The Medical Education Centre Office is staffed Monday – Friday from 9.00am - 5.00pm

Office Team:

Claire Skelton, Direct Line: 028 375 62102

Kelly Wylie, Direct Line: 028 375 62106

Lenore Peile (part time) Direct Line: 028 375 62103

Jade Ogibly (part time) Direct Line: 028 375 62104

Email: [sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net)

## Library & IT Facilities

The Healthcare Library of Northern Ireland is located in the Medical Education Centre (MEC), and serves Health & Social Care employees and HSC placement students from QUB and other universities. The Library is a branch of the QUB Medical library and students can borrow from the wide range of medical and healthcare books available in the library. It is not possible for books to be sent from other QUB libraries to Craigavon for collection by placement students. Database and e-journal access is via the QUB library website.

Normal QUB loan rules apply, including automatic renewals. You need your QUB student card /student number to borrow books. There is no access to books outside of library opening hours. Printing and photocopying are available, ask library staff for help if required.

The library is located on level one in the MEC and is staffed at the following times:

### Library Opening Times:

Monday – Thursday 9.00am – 5.00pm

Friday 9.00am – 4.30pm

Occasionally closed  
for lunch 1.00pm – 1.30pm

A notice will be displayed if the library needs to close for any reason.

The 2 computer rooms and the reading room are open 24/7. NB There is no out of hours access to the library / books.

PCs are available for both staff and student use in the Library, both computer rooms and the reading room. Logins are provided on each PC for student use. They all have internet access, MS office packages, and email access ( but only to Trust & university email accounts).

Printing is available from some PCs – please speak to a member of library staff for help. You are also welcome to bring your own laptop for use in the library. (WiFi available)

Students can borrow books that are in stock in Craigavon using their QUB student card (normal student loan rules apply).

**A librarian and 2 library assistants manage the library on a day-to-day basis, they are here to help, so please speak to a member of staff if you have any questions.**

Alternatively, you may obtain a fob, which will provide access to PCs out of opening hours. Fobs are available from the MEC Administrator, Medical Education Centre telephone: 028 375 62102.

Tutorial rooms can be used for private study when not in use. Availability should be checked with the MEC Administrator telephone: 028 375 62102/62103.

UpToDate (an electronic information resource providing detailed answers to clinical questions) is accessible via the Trust SharePoint site, Education & Training, Healthcare library. From here you can register with UpToDate to enable access off site & to download the app. To maintain off-site access you need to log on via a Trust PC every 3 months.

**If you have any problems with PCs or access to QUB resources etc. please contact the library staff for assistance.**

## **Wi-Fi Access**

Southern Trust has installed free public access Wi-Fi throughout Trust facilities. This can be accessed by connecting to: 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 going to 8.8.8.8.

Any issues with this BT Open Zone Wi-Fi should be reported to BT directly on 0800 022 3322. On-going / unresolved issues should reported to:  
[sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net)

## **Swipe Access to Medical Education Centre / Wards / Departments**

There is open access to the Medical Education Centre using a swipe card. Swipe cards are available from the MEC Administrator, Medical Education Centre telephone: 028 375 62102. Swipe cards will also provide access to wards / departments.

## **Lockers**

Lockers are available in the Medical Education Centre in Craigavon Area Hospital. Please contact staff at MEC reception if you require a locker.

## **Chapels & Prayer Rooms**

A designated Quiet Room is located in the Ramone Building.

Opening Times:

Currently open but if it is locked it can be accessed anytime by contacting switchboard/reception

The chaplain office number is 61068

Porters will open doors outside of these hours if required.

## **Pastoral Tutor**

The Pastoral Tutor is Dr Janet Toner.

## Daisy Hill Hospital



Daisy Hill Hospital is based in the city of Newry and is an essential part of the hospital network provided by the Southern Trust. The Trust's acute hospital network; Daisy Hill and Craigavon Hospital –now serve a population of over 360,000 with patients being treated in both hospitals from outside the Southern Trust's catchment area.

The Hospital has a 24 hour Emergency Department, Maternity Department, Special Care Baby Unit, inpatient beds in Medicine, Stroke, Rehabilitation, Surgery, Gynaecology, ENT and Paediatrics. There is a Coronary Care Unit, Surgical High Dependency Unit, a Day Procedure Unit and Radiography Department. The hospital also is home to the area wide adult Sub-regional Haemodialysis Unit which has 28 Renal stations. The hospital also offers a wide range of diagnostic and therapy services.

There is also a GP Out of Hours service at Daisy Hill and there are a range of Mental Health Services provided from the site.

### **Hospital Location**

Daisy Hill Hospital is located in Newry, Co.Down.

Click [here](#) for a detailed location map of the main Hospital.

The [Translink](#) website is very informative for planning your journey by public transport.

Free Car parking spaces are available adjacent to the staff accommodation blocks.

### **Residential Accommodation**

Student accommodation is located within the grounds of Daisy Hill Hospital. On the 1<sup>st</sup> Floor in the Bernish House building, each flat has 4 bedrooms. A comprehensive information booklet is provided to residents.

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

### **Booking Accommodation**

There is an Accommodation Officer, who is responsible for the day to day running of the residences and can be contacted should you have any queries or problems.

**YOU MUST give at least FOUR weeks' notice to book residential accommodation.** If you fail to give the appropriate notice, a room may not be available and you may have to find alternative accommodation at your own expense.

The Accommodation Officer's office is located on the lower ground floor of the main hospital.

#### **Office Hours:-**

Monday-Friday            9.00am – 6.00pm

You can book accommodation by contacting the Accommodation Officer via email or telephone (email bookings preferred).

Email: [DHH.ResidentialAccomm@southerntrust.hscni.net](mailto:DHH.ResidentialAccomm@southerntrust.hscni.net)

Tele: 028 375 62908

You **MUST** provide the start and finish dates of your placement and clarify if you are booking for more than one placement.

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. If you no longer require your accommodation during placement, please return keys as soon as possible. If it is discovered that rooms are not being used keys may be recalled and room reallocated by the Accommodation Officer.

### **Students are only allocated a room whilst on attachment at Daisy Hill Hospital**

#### **Deposit**

No deposit is required.

#### **Key Collection**

Keys may be collected from the Accommodation Office during the above time. If you are unable to collect your accommodation keys during these times keys may be collected from the hospital's main reception. Keys will not be left for collection unless booked four weeks in advance.

Due to increased demand on residential accommodation, it is imperative that you collect keys only if you require accommodation for the duration of your placement. If you require a room on an ad hoc basis only, please advise the Accommodation Officer.

## **Returning of Keys**

Keys must be returned to either the accommodation officer or by leaving them at main reception in the hospital. Failure to return keys may result in a fine being issued.

## **Accommodation Concerns**

Please report any routine repairs to the Accommodation Officer on 028 375 62907 / 028 375 62905 or Bleep 2470 so these can be reported onto maintenance and rectified as soon as possible.

## **Reporting of Accidents/Incidents**

All accidents/incident including near misses, security incidents and incidents involving violent or threatening behaviour must be reported.

If you have been involved in an accident/incident which occurs in the residential accommodation, or on the hospital grounds, please report, at the earliest possible opportunity, to the Accommodation Officer, 028 375 62907 / 028 375 62905 or Bleep 2470.

## **Description of Accommodation**

The Accommodation must only be occupied by those to whom it has officially been allocated.

## **Bedrooms**

- a) Bed linen is supplied on request (every fortnight).
- b) Residents must provide their own towels.
- c) Furniture and small fittings are not to be removed from rooms.
- d) To avoid damage to paintwork, sellotape must not be used to attach anything to the walls and doors.
- e) When vacating rooms at weekends please ensure all lights are turned off.
- f) All bedrooms have automatic fire detection.

## **Kitchens**

- a) Each kitchen has a cooker, fridge, kettle, microwave and toaster
- b) Crockery, cutlery and cooking utensils should be left clean and stored in cupboards after use. All broken crockery, glass, bottles should be placed in the suitable disposal unit provided (Magpie Box).
- c) All lights and electrical appliances should be switched off following use.
- d) When cooking please try not to burn the food as smoke alarms are linked to the local fire station.
- e) Cookers including grill pans must be cleaned after use.
- f) The use of Chip pans and deep fat fryers is prohibited.
- g) Kitchen doors must be kept closed at all times to prevent cooking fumes activating smoke detectors in corridors and adjacent rooms.

## **Laundry Facilities**

Laundry facilities are available to students, there is a laundry room located in the basement floor of the doctors houses. If any students need to do laundry they can contact domestic services for access.



## **GENERAL INFORMATION**

Residents are expected to keep flats clean and tidy as in your own home. Students are responsible for washing their own dishes and keeping the kitchen clean and tidy.

### **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 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 the Accommodation Officer of any items requiring testing.

### **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.

## **Catering Facilities**

### **Dining Room, Lower Ground Floor**

#### **Service Times**

Monday - Sunday

Breakfast / Morning Break: 8.30 am – 11.00am

Lunch: 11.45am – 2.15pm

Evening Meal: 4.00pm – 6.00pm

In between service times beverages & a selection of snacks are available

**Dining Room is open 24/7 for provision of seating  
Vending machines located in Dining Room provides  
sandwiches, muffins, fruit, yogurts, tea and coffee**

### **Portacabin / Modular Build**

#### **Opening Times**

Monday – Friday

8.30am - 2.30pm

**Coffee Bar temporarily closed due to Covid-19**

## Study & IT Facilities

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

The Medical Education Centre Office is staffed Monday, Tuesday and Wednesday, 08.00am – 6.00pm, and Thursday and Friday 08.00am – 4.00pm.

Office Team:

Ann Corvan, Direct Line: 028 375 62691

Sonia Ferris (part time) Direct Line: 028 37562690

Email: [sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net)

The IT Suite has 4 computers, all with internet/intranet, email access, word processing and PowerPoint. Printing and scanning facilities are available. There is one study carrel.

Students are encouraged to use the vast range of online resources available @ Queen's University Library. Additional help with using the e-resources is available by contacting the library staff in Craigavon Tel 028 375 62108 or the Medical Library 028 90 976021. The QUB library catalogue can be accessed online at the following web address <http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/>

UpToDate Anywhere (an electronic information resource providing detailed answers to clinical questions) is accessible via the Trust Sharepoint homepage under Clinical Links / UpToDate. 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.

## Medical Education Centre – Meeting/Training Rooms

The Medical Education Centre has recently opened a new suite of Meeting Rooms on the Daisy Hill Hospital site, located on the basement floor, main block, (beside Canteen). Some of your regular teaching sessions will be facilitated there.

## Wi-Fi Access

Southern Trust has installed free public access Wi-Fi throughout Trust facilities. This can be accessed by connecting to: 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 going to 8.8.8.8.

Any issues with this BT Open Zone Wi-Fi should be reported to BT directly on 0800 022 3322. On-going / unresolved issues should reported to:

[sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net)

## Lockers

Lockers are available along with swipe cards (giving access to wards/depts) from the Medical Education Centre, Clanrye House, DHH.



## **Chapels & Prayers Rooms**

A chapel is located in the main foyer.

Opening Times:

8.00am – 10.00pm

Porters will open doors outside of these hours if required.

## **Pastoral Tutor**

The Pastoral Tutor is Dr John Harty.

## Lurgan Hospital



Lurgan Hospital provides non acute services for elderly patients within the Southern Trust's catchment area. The current bed complement is 53 which include Assessment/Rehabilitation beds and beds in the Stroke Rehabilitation Unit. There is also a 20 place Day Hospital. The hospital has facilities for plain X-rays and the mammography screening programme is also carried out here. Laboratory services are provided by Craigavon Area Hospital.

## Hospital Location

Lurgan Hospital is located on Sloan Street Lurgan, Co. Armagh.

The [Translink](#) website is very informative for planning your journey by public transport.

## Residential Accommodation

Students accommodation is available at Craigavon Area Hospital see refer to Craigavon Area Hospital **Residential Accommodation**.

## Catering Facilities

Dining Room, Lower Ground Floor Service Times:

### Opening Times

Monday - Friday: 8am - 3.15pm

Closed Weekends & Bank Holidays (staff telephone ordering system in place)

## Library & IT Facilities

Library facilities are available at Craigavon Area Hospital. Please refer to Craigavon Area Hospital Library & IT Facilities for information.

There is a library / study room in the Day Hospital at Lurgan Hospital, however, no books or journals are kept here. A PC is available and can be accessed in the Day

Hospital pm Monday and Friday mornings (9am-12.30pm). To obtain access, collect the key from the secretary's office next door to the library in the Day Hospital.

## **Chapels & Prayer Rooms**

Lurgan Hospital currently does not have in house prayer facilities.

## **Pastoral Tutor**

The Pastoral Tutor is Dr Pat McCaffrey.

## St Luke's Hospital



In-patient psychiatric care is mostly provided in the recently developed Bluestone Psychiatric Unit at Craigavon Area Hospital site. Since June 2014 psychiatric intensive care and the Learning Disability Assessment unit have moved into purpose-built new accommodation on the Bluestone site. These services were previously located on the St. Luke's site. As a result of these changes the only in-patient services remaining on the St. Luke's site are the Dementia Assessment Unit (Gillis Unit) and the Addiction service. Addiction services are changing and eventually will be a day-based service. These changes in service provision are reflected in the student placement programmes with most of the activities based at the Bluestone Psychiatric Unit. Students will be facilitated in gaining experience in community psychiatry and sub-specialities during their attachments.

### **Hospital Location**

St Luke's Hospital is located on the out skirts of Armagh City Centre. See appendix 3 for a site plan of St Luke's Hospital.

Ulsterbus and Goldline services 371A, 251, 61 and 65 serve the hospital from Armagh City Centre and stop at both entrances to the hospital site. Timetables can be found online at <http://www.translink.co.uk> 028 37 522266 (Armagh bus depot)

### **Residential Accommodation**

Students accommodation is available at Craigavon Area Hospital see refer to Craigavon Area Hospital **Residential Accommodation**.

## **Catering Facilities**

### **Opening Times**

Monday – Friday

Morning Break: 10.00 am – 11.00 am

Lunch: 12.30pm-1.45pm

**Currently closed due to Covid-19**

## **Library & IT Facilities**

Library & IT facilities are available at Craigavon Area Hospital.

## **Chapels & Prayer Rooms**

St Luke's Hospital currently does not have in house prayer facilities.

## **Pastoral Tutor**

The Pastoral Tutor is Dr Pat McMahon.



## South Tyrone Hospital



South Tyrone Hospital offers services to a variety of different types of patients. A Rapid Access Clinic provides care for older people referred by their GP who need to be seen within 24-72 hours but aren't acutely ill and don't need to be admitted to hospital.

A full range of outpatient services, day surgery and radiology services are provided on the site including an Ambulatory Paediatric Service, ECG Department, Ophthalmology and Audiology Services.

Children's services provided by staff based at South Tyrone Hospital include Paediatric clinics, an ambulatory paediatrics service and Child & Adolescent Mental Health Services (CAMHS). Social services child care teams including Gateway and the Family Intervention Teams are also based at the Hospital. The Family Intervention Team provides a longer term service focusing on Child Protection, Looked After Children and Family Support. The Health Visiting Team for the Dungannon area is also based at the Hospital.

The Mental Health Support and Recovery Team, Primary Mental Health Care, Psychology Services and Carland House Resource Centre are also located on the site.

### **Hospital Location**

South Tyrone Hospital has a 45-bed Rehabilitation Unit and a 15 place Day Hospital for elderly patients located in the Carland Road area of Dungannon.

Getting to hospital by bus:

Ulsterbus services 377A, 377B and 377C serve the hospital and there are bus stops on Quarry Lane and Thomas Street which are located within walking distance of the hospital site. There are Ulsterbus services available from various villages and towns serving Dungannon on a regular basis. [Click here for the timetable.](#)

Getting to hospital by car:

South Tyrone Hospital is on Carland Road (A29) and is well signposted from Dungannon Town Centre via Thomas Street or Circular Road.

From Armagh / Moy

Follow the A29 to Dungannon Town Centre. At the mini roundabout, take the 2nd exit onto Circular Road, passing a church, leisure centre, council offices and college. At the large roundabout, take the 4th exit onto Carland Road and the hospital is on the left.

From Belfast, Craigavon and The East

From the M1 Motorway, take exit 15 which is signposted Armagh/Dungannon. At Stangmore roundabout, take the 3rd exit onto the A29 to Dungannon Town Centre. At the mini roundabout, take the 2nd exit onto Circular Road, passing a church, leisure centre, council offices and college. At the large roundabout, take the 4th exit onto Carland Road and the hospital is on the left.

From Coalisland

Follow the A29 to Dungannon. At the roundabout, take the 5th exit onto Carland Road and the hospital is on the left.

From Cookstown

Follow the A29 to Dungannon. The hospital is on the right before the Carland Road roundabout.

From Ballygawley and The West

From the M1 Motorway, take exit 15 which is signposted Armagh/Dungannon. At Stangmore roundabout, take the 3rd exit onto the A29 to Dungannon Town Centre. At the mini roundabout, take the 2nd exit onto Circular Road, passing a church, leisure centre, council offices and college. At the large roundabout, take the 4th exit onto Carland Road and the hospital is on the left.

## Residential Accommodation

South Tyrone Hospital is non-residential. Student accommodation is available at Craigavon Area Hospital see refer to Craigavon Area Hospital section.

## Catering Facilities

### Opening Times

Open from 9am to 4pm Monday – Friday

Morning Break:	9am – 11am
Lunch:	12Noon – 2 pm
Afternoon Break:	3pm – 4pm

Closed Weekends & Bank Holidays (Staff telephone ordering system in place)

Students can make use of the staff tea room in the Day Hospital.

## Library & IT Facilities

There is a library / study room on site, however, no books or journals are kept here. Two PCs are available in the library and students can access ward PCs. However, you will need a Southern Trust log-in to access PCs. You will need to complete an ITR1 form and have this signed by your Undergraduate Lead to obtain a log-in from IT department.

Library facilities are available at Craigavon Area Hospital. Please refer to Craigavon Area Hospital Library & IT Facilities for information.

## **Chapels & Prayer Rooms**

South Tyrone Hospital currently does not have in house prayer facilities.

## **Pastoral Tutor**

The Pastoral Tutor is Dr Pat McCaffrey.

# GENERAL INFORMATION

## Fire Safety in Residential Accommodation

- a. If you have any disability that would prevent you from hearing the fire alarm system or evacuating the accommodation, immediately contact the Accommodation Officer.
- b. Residents should refer to the fire procedure and plan, which is posted on the back of each bedroom door.
- c. All residents should familiarise themselves with the layout of the building and ensure they know the location of the escape routes, the manual call points and the fire fighting equipment eg: water extinguishers, fire blankets, carbon dioxide extinguishers.
- d. Fire procedure to be followed on discovering a fire:
  - Sound alarm by breaking the glass in the nearest manual call point (red box usually sited adjacent to exit doors)
  - Fight the fire (only if it is safe to do so) using the available fire fighting equipment
  - If you are unable to extinguish the fire, **evacuate the building using the nearest emergency exit, closing all doors behind you**

On activation of the fire alarm system, switchboard will contact the Fire Brigade and bleep relevant personnel. If possible and safe to do so please contact Switchboard on extension 6000 and advise them that it is a confirmed fire.

Evacuation procedure (on hearing fire alarm):

- Leave the building immediately using the nearest emergency exit, closing all doors behind you and proceed directly to the nearest Fire Assembly Point

### **ALL RESIDENTS MUST FAMILIARISE THEMSELVES WITH THE ASSEMBLY POINT**

- Do not re-enter the building until told to do so by the Fire Brigade
- e. All fire incidents should be reported to the accommodation Officer, The Oaks, as soon as possible
  - f. If any fire fighting equipment is used or goes missing please report this to the Accommodation Officer immediately
  - g. General Fire Precautions:
    - Fire doors are provided to aid your safe evacuation in the event of a fire, by delaying the spread of fire and smoke. Therefore **fire doors must be kept closed at all times, they should never be wedged or propped open. Doors to kitchens, laundry rooms and staircases etc should always be kept closed.**
    - **NO locks to be fitted to doors other than those fitted by the Estates Department**
    - Storage of items is not permitted in corridors, on escape routes, near a fire exit or fire fighting equipment
    - All electrical appliances should be switched off when not in use and unplugged from socket outlets. Any faulty electrical equipment should be taken out of use immediately and reported to the Accommodation Officer.

The Trust's Estate Management department shall carry out an annual inspection of Trust equipment used in the residences. Residents shall be responsible for the electrical safety of all **Personal** electrical equipment.

- The **drying of clothes on radiators is not permitted**. Please use the clothes airer/tumble dryer provided on the ground floor of each accommodation block
- The use of candles is not permitted
- **When using the kitchen it is essential that the kitchen door is kept closed. This will prevent cooking fumes from activating the smoke alarms in the hall outside. There is a heat sensor in the kitchen.**

h. Fire fighting equipment

If you are attempting to extinguish a fire (only if it is safe to do so) the type of extinguisher suitable for specific fire risks is as follows:

Cloth, wood and paper -	Water
Electrical appliances -	Carbon Dioxide

- **Please Note: It is an offence to tamper or misuse any fire safety devices or equipment provided in the building. This includes covering or tampering with fire detector heads, wedging open fire doors and misuse of fire extinguishers.**

#### CAH Residential Accommodation

**For Fire Safety Purposes & to record who is in the building in the event of a fire alarm activation - All Students Must sign in and out of the building using the white board located in the front foyer of each accommodation block. Students should sign in and out every time they leave or enter the building.**

### Occupational Health

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

### 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.

### Trust Policies and Procedures

There are an extensive range of Trust policies, procedures and clinical guidelines on management of acute conditions. These are available on the Southern Trust internal Intranet. You are encouraged to refer to these on a Trust PC during your clinical placement. **If you have any concerns regarding Southern HSC Trust policies and procedures, please seek clarification from your UG Lead or the Sub-deanery office [sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net) .**

## Southern Trust Clinical Guidelines

A Comprehensive set of Clinical Guidelines are available at the following web-address <https://southernguidelines.hscni.net/> . Please refer to these guidelines before and during your placement in Southern Trust.

## 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 incase we need to follow up.

## Transport to Other Clinical Attachment Sites

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. Note that travel to the hospital placement from where you normally live is not included in this scheme.

Only one claim form should be submitted per attachment. Payments will be made by electronic transfer or cheque.

Claims must be authorised by the Supervising Consultant/UG Lead and submitted to the Medical Education Centre for Sub-dean approval within 4 weeks of attachment ending.

Claim forms can be obtained from the **Medical Education Administrator / Undergraduate Secretary** within your given hospital. See Appendix 2

## 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.

## Dress Code

### **Dress Code for all staff working in the Southern Health & Social Care Trust**

1. All staff must dress in a manner that is likely to inspire public confidence and promote a professional and positive image of the Trust.
2. Staff must, at all times whilst on duty, have available the approved identification name badge provided by the Trust.
3. All members of staff should take a sensible and safe approach to their clothing, appearance, cleanliness and personal hygiene. Clothing for both uniformed and non-uniformed staff must be clean, neat and tidy. For uniformed staff it is expected that a clean uniform will be worn every day.

4. Clothing and appearance should not deliberately cause offence to the public or to people who come in to contact with, or use, Trust services. Clothing should be modest, non-offensive and contain no provocative, sectarian, sexist, or racist remarks. Clothing should not display slogans or logos relating to drugs, alcohol or tobacco, or demonstrate sponsorship of such products. It is not acceptable to wear clothing that over exposes parts of the body, eg stomach, chest, thighs, etc, or that is transparent or see through.
5. All staff should wear footwear that is safe and suitable for the duties undertaken.
6. Clothing should be worn appropriate to the nature of the work undertaken. Individual departments may have, or may develop, additional local guidelines on what is acceptable and appropriate for their working environment and patient/client group.
7. Uniformed staff must not undertake personal shopping, socializing or similar activities in public without their tunic<sup>3</sup> being covered. It is, however, reasonable that community staff may need to make purchases eg lunch, petrol, whilst wearing their tunic during the course of their working day
8. Where uniformed staff are required to carry out patient/client related shopping or therapeutic activities in public as part of their duties, they should cover their tunic while carrying out these duties unless it is important for it to be visible for therapeutic reasons.
9. Uniformed staff who have access to changing facilities and a locker should, change into and out of uniform in the workplace.
10. Uniformed staff must ensure their tunic is covered when travelling on public transport.
11. Staff must change as soon as possible after a uniform or clothes become contaminated. Managers must ensure that there are local arrangements in place to facilitate a change of uniform or clothing if required. In community settings this may mean that the staff member has to go home to change.
12. Hospital based uniformed staff in high risk areas<sup>4</sup> should, where possible, use the Trust's laundry facilities. Community based staff who launder their own uniforms, should be provided with written laundry instructions specific to their particular uniform. Written instructions are available on the Trust Intranet under Infection Prevention and Control.
13. *Clothing or shoes for particular purposes should be worn in accordance with guidance set out in the Trust's Health, Safety and Security Manual and the NI Regional Infection Prevention and Control Manual.*
14. Personal Protective Equipment (PPE) should always be available and should be worn in accordance with the relevant procedures.

In addition to Dress Code policy above please see Appendix 4 - Dress Code Requirements for staff who provide 'hands on' care / direct patient contact and for support services staff



## QUB CME Student Support Leads / Pastoral Tutors

QUB year group Student Support leads / Pastoral Tutors are as follows:-

First Year	Dr Mairead Corrigan	<a href="mailto:m.corrigan@qub.ac.uk">m.corrigan@qub.ac.uk</a>
Second Year	Dr David Bell	<a href="mailto:d.bell@qub.ac.uk">d.bell@qub.ac.uk</a>
Third Year	Dr Ciaran Mulholland	<a href="mailto:c.c.mulholland@qub.ac.uk">c.c.mulholland@qub.ac.uk</a>
Fourth Year	Dr Aidan Turkington	<a href="mailto:a.turkington@qub.ac.uk">a.turkington@qub.ac.uk</a>
Fifth Year	Dr Janitha Costa	<a href="mailto:j.costa@qub.ac.uk">j.costa@qub.ac.uk</a>

The support leads can be contacted via Perpetua Lewis [p.lewis@qub.ac.uk](mailto:p.lewis@qub.ac.uk) or directly via email/telephone.

## QUB Compulsory Final Year Elective Placement

QUB 4<sup>th</sup> year students are required to complete a compulsory 6 week elective placement as part of their medical degree. This placement should take place during the summer between finishing 4<sup>th</sup> year and starting Final year. If 4<sup>th</sup> year students would like to complete their elective placement within the Southern Trust, they should follow the below steps. Students are advised to apply early to avoid disappointment

### **How to arrange a placement:**

It is the responsibility of the student to identify a suitable consultant to supervise their placement. QUB students should contact and gain agreement from a supervisor before contacting the undergraduate office.

As soon as the supervisor is in place, students should complete the **Notification of Elective Form** and email it to [sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net) (Appendix 5). The Undergraduate Office will then contact and confirm the placement details with the agreed supervisor. Following confirmation with the agreed supervisor, the Undergraduate Office will issue students with a letter confirming the details of their placement.

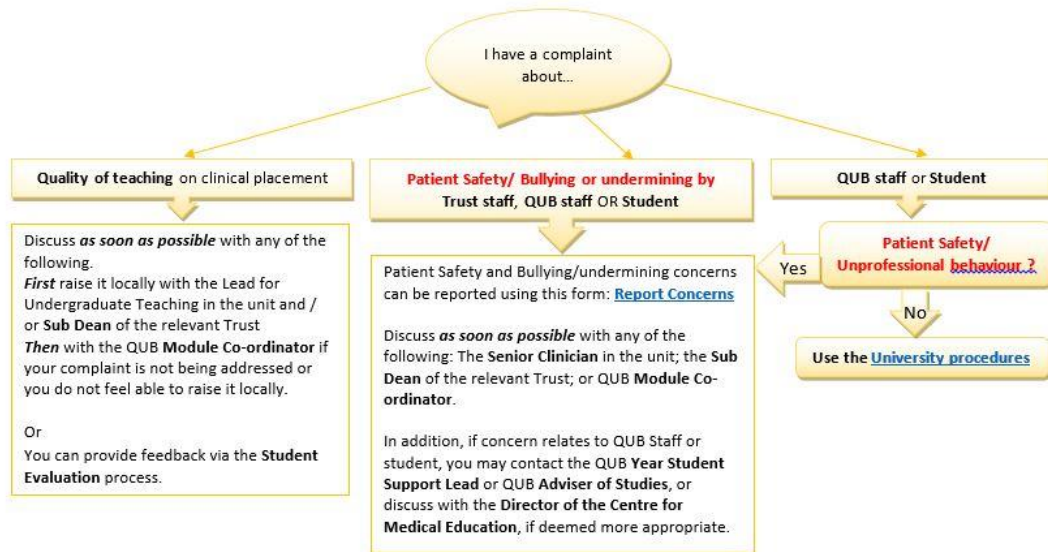
Once the Undergraduate Office has confirmed the placement, students must then complete the relevant online forms for the QUB school office. These forms can be accessed through the QUB Medical Education Portal <https://www.med.qub.ac.uk/portal/Account/Default.aspx?ReturnUrl=%2Fportal%2FLogin.aspx>.

## QUB Raising Concerns Policy

During their time at university students may wish to raise a range of issues, such as a personal complaint/grievance in relation to another student or member of University staff or issues in relation to the quality of teaching. In addition, in exceptional circumstances, medical students may also have concerns which may have implications for patient safety. Here is a link to the QUB medical education portal where the Raising Concerns Policy provides an overview of the options which are available for dealing with these types of concerns <https://www.med.qub.ac.uk/Portal/prof/concerns.aspx>



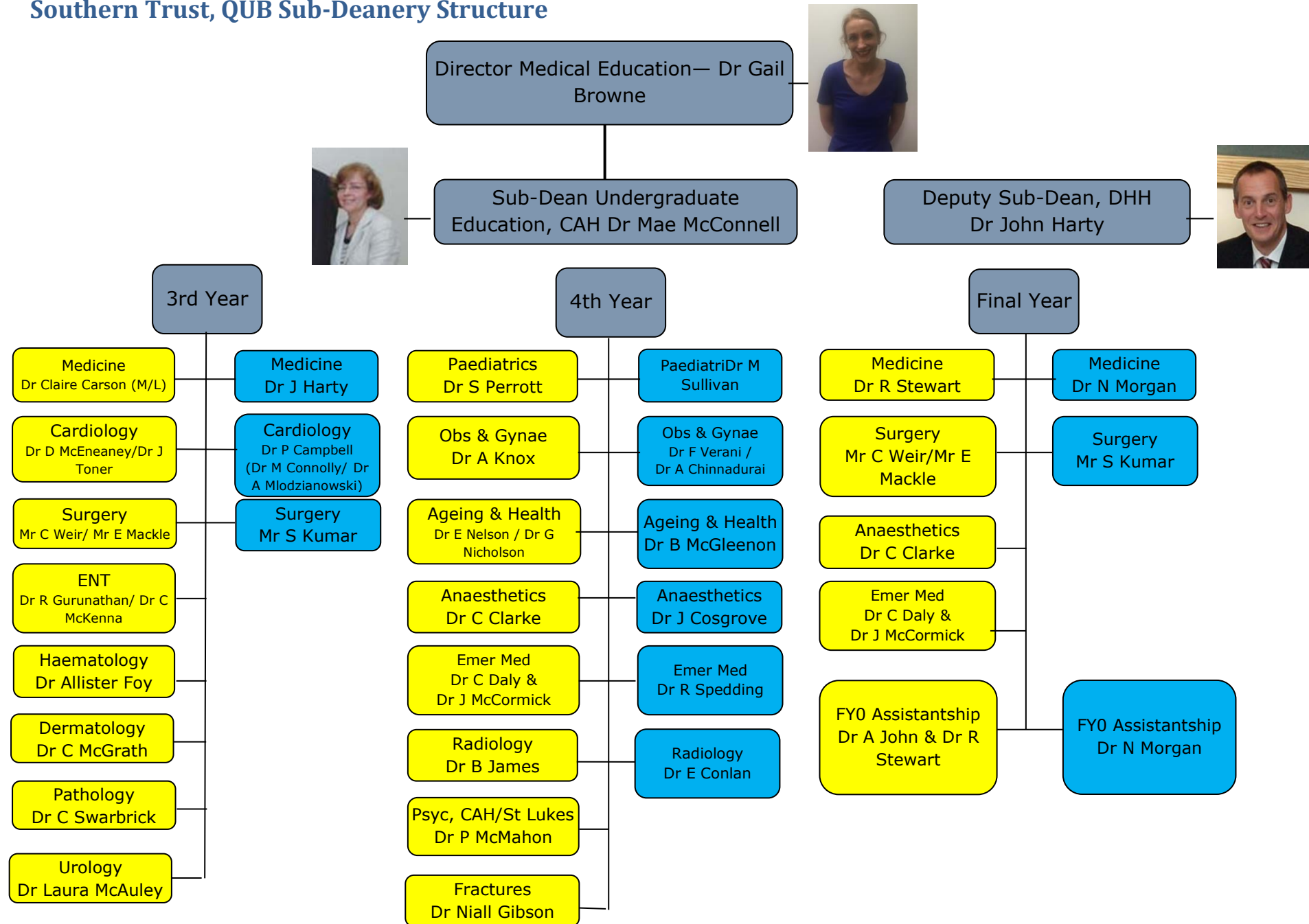
How to Raise Concerns/Quality Assurance Issues



See Appendix 6 for Procedure for Medical Students on How to Resolve Quality Assurance issues whilst on clinical placement.

# APPENDIX 1

# Southern Trust, QUB Sub-Deanery Structure



## Undergraduate Educational Leads – Contact Details

### Craigavon Area Hospital

YEAR	SPECIALITY	CO-ORDINATOR	EMAIL ADDRESS
3rd	General Medicine	Dr Claire Carson- on maternity leave	<a href="mailto:ClaireD.Carson@southerntrust.hscni.net">ClaireD.Carson@southerntrust.hscni.net</a>
3rd	Cardiology	Dr D McEaney	<a href="mailto:david.mceneaney@southerntrust.hscni.net">david.mceneaney@southerntrust.hscni.net</a>
3rd	General Surgery	Mr C Weir/ Mr Eamon Mackle	<a href="mailto:colin.weir@southerntrust.hscni.net">colin.weir@southerntrust.hscni.net</a> <a href="mailto:Eamon.mackle@southerntrust.hscni.net">Eamon.mackle@southerntrust.hscni.net</a>
3rd	ENT	Mr Ramesh Gurunathan	<a href="mailto:Ramesh.gurunathan@southerntrust.hscni.net">Ramesh.gurunathan@southerntrust.hscni.net</a>
3rd	Haematology	Dr Allister Foy	<a href="mailto:Allister.foy@southerntrust.hscni.net">Allister.foy@southerntrust.hscni.net</a>
3rd	Dermatology	Dr Conor McGrath	<a href="mailto:conor.mcgrath@southerntrust.hscni.net">conor.mcgrath@southerntrust.hscni.net</a>
3rd	Pathology	Dr Christine Swarbrick	<a href="mailto:christine.swarbrick@southerntrust.hscni.net">christine.swarbrick@southerntrust.hscni.net</a>
3rd	Urology	Dr Laura McAuley	<a href="mailto:Laura.mcauley@southerntrust.hscni.net">Laura.mcauley@southerntrust.hscni.net</a>
4th	Paediatrics	Dr Sylvia Perrott	<a href="mailto:sylvia.perrott@southerntrust.hscni.net">sylvia.perrott@southerntrust.hscni.net</a>
4th	Obs & Gynae	Dr Andrew Knox	<a href="mailto:Andrea.knox@southerntrust.hscni.net">Andrea.knox@southerntrust.hscni.net</a>
4th	Ageing and Health	Dr Elaine Nelson / Dr Gail Nicholson	<a href="mailto:elaine.nelson@southerntrust.hscni.net">elaine.nelson@southerntrust.hscni.net</a> <a href="mailto:gail.nicholson@southerntrust.hscni.net">gail.nicholson@southerntrust.hscni.net</a>
4th	Emergency Department	Dr Cathy Daly Dr Justin McCormick	<a href="mailto:cathy.daly@southerntrust.hscni.net">cathy.daly@southerntrust.hscni.net</a> <a href="mailto:justin.mccormick@southerntrust.hscni.net">justin.mccormick@southerntrust.hscni.net</a>
4th	Anaesthetics	Dr Chris Clarke	<a href="mailto:chris.clarke@southerntrust.hscni.net">chris.clarke@southerntrust.hscni.net</a>
4th	Fractures	Dr Niall Gibson	<a href="mailto:niall.gibson@southerntrust.hscni.net">niall.gibson@southerntrust.hscni.net</a>
4th	Radiology	Dr Barry James	<a href="mailto:barry.james@southerntrust.hscni.net">barry.james@southerntrust.hscni.net</a>
4th	Psychiatry	Dr Pat McMahon	<a href="mailto:dr.mcmahon@southerntrust.hscni.net">dr.mcmahon@southerntrust.hscni.net</a>
FY	General Medicine	Dr Roger Stewart	<a href="mailto:roger.stewart@southerntrust.hscni.net">roger.stewart@southerntrust.hscni.net</a>
FY	General Surgery	Mr Colin Weir/ Mr Eamon Mackle	<a href="mailto:colin.weir@southerntrust.hscni.net">colin.weir@southerntrust.hscni.net</a> <a href="mailto:Eamon.mackle@southerntrust.hscni.net">Eamon.mackle@southerntrust.hscni.net</a>
FY	Emergency Department	Dr Cathy Daly Dr Justin McCormick	<a href="mailto:cathy.daly@southerntrust.hscni.net">cathy.daly@southerntrust.hscni.net</a> ; <a href="mailto:justin.mccormick@southerntrust.hscni.net">justin.mccormick@southerntrust.hscni.net</a>
FY	Anaesthetics	Dr Chris Clarke	<a href="mailto:chris.clarke@southerntrust.hscni.net">chris.clarke@southerntrust.hscni.net</a>
FY	FY0 Assistantship	Dr Alexander John / Dr Roger Stewart	<a href="mailto:alexander.john@southerntrust.hscni.net">alexander.john@southerntrust.hscni.net</a> <a href="mailto:roger.stewart@southerntrust.hscni.net">roger.stewart@southerntrust.hscni.net</a>

## Daisy Hill Hospital

YEAR	SPECIALITY	CO-ORDINATOR	EMAIL ADDRESS
3rd	General Medicine	Dr John Harty	<a href="mailto:john.harty@southerntrust.hscni.net">john.harty@southerntrust.hscni.net</a>
3rd	Cardiology	Dr Patricia Campbell (Dr Mick Connolly/Dr Artur Mlodzianowski)	<a href="mailto:patriciaM.campbell@southerntrust.hscni.net">patriciaM.campbell@southerntrust.hscni.net</a> <a href="mailto:mick.connolly@southerntrust.hscni.net">mick.connolly@southerntrust.hscni.net</a> / <a href="mailto:Artur.Mlodzianowski@southerntrust.hscni.net">Artur.Mlodzianowski@southerntrust.hscni.net</a>
3rd	General Surgery	Mr Susim Kumar	<a href="mailto:susim.kumar@southerntrust.hscni.net">susim.kumar@southerntrust.hscni.net</a>
4th	Paediatrics	Dr Matthew Sullivan	<a href="mailto:matthew.sullivan@southerntrust.hscni.net">matthew.sullivan@southerntrust.hscni.net</a>
4th	Obs & Gynae	Dr Foteini Verani / Dr Anitha Chinnadurai	<a href="mailto:foteini.verani@southerntrust.hscni.net">foteini.verani@southerntrust.hscni.net</a> ; <a href="mailto:anitha.chinnadurai@southerntrust.hscni.net">anitha.chinnadurai@southerntrust.hscni.net</a>
4th	Anaesthetics	Dr Jenny Cosgrove	<a href="mailto:jenny.cosgrove@southerntrust.hscni.net">jenny.cosgrove@southerntrust.hscni.net</a>
4th	Emergency Department	Dr Ruth Spedding	<a href="mailto:ruth.spedding@southerntrust.hscni.net">ruth.spedding@southerntrust.hscni.net</a>
4th	Ageing and Health	Dr Bronagh McGleenon	<a href="mailto:bronagh.mcgleenon@southerntrust.hscni.net">bronagh.mcgleenon@southerntrust.hscni.net</a>
4th	Radiology	Dr Enda Conlan	<a href="mailto:enda.conlan@southerntrust.hscni.net">enda.conlan@southerntrust.hscni.net</a>
FY	General Medicine	Dr Neal Morgan	<a href="mailto:neal.morgan@southerntrust.hscni.net">neal.morgan@southerntrust.hscni.net</a>
FY	General Surgery	Mr Susim Kumar	<a href="mailto:susim.kumar@southerntrust.hscni.net">susim.kumar@southerntrust.hscni.net</a>
FY	FY0 Assistantship	Dr Neal Morgan	<a href="mailto:neal.morgan@southerntrust.hscni.net">neal.morgan@southerntrust.hscni.net</a>

# APPENDIX 2



Southern Health  
and Social Care Trust

## QUB UNDERGRADUATE STUDENTS TRAVEL CLAIMS

Travel Claims will be accepted by the Trust for undergraduates required to travel from base hospital to other clinical placement sites within the Southern Trust during their Southern Trust placement.

Travel to QUB scheduled teaching sessions outside of the Southern Trust will **NOT** be covered.

Travel claims for expenses incurred home to base will **NOT** be accepted.

Only one claim form should be submitted per placement. Payments will be made by electronic transfer if bank details provided or otherwise by cheque.

Claims must be completed within 4 weeks of placement ending, 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.

**The Sub-deanery office** will then scan and email completed forms to [manualpayments.SHSCT@hscni.net](mailto:manualpayments.SHSCT@hscni.net) or sent by post to Manual Payments PO Box 1044, Ballymena, BT42 9BT.

Shared Services Ballymena Tele: 028 95 362127

# Undergraduate Placement Travel Claim Form



Southern Health  
and Social Care Trust

Quality Care - for you, with you

Submission Date: \_\_\_\_\_

Claimant Name .....

Address: .....

.....  
.....

Mobile No: .....

Placement Base: .....

Home to Base Return Mileage: .....

Total Mileage claimed .....

Or

Total Fare claimed.....

Claimant Signature:

.....

Date:.....

Undergraduate Lead

Authorised by:.....

PRINT NAME: .....

Designation:.....

Date:.....

Sub-deanery Office

Authorised by:.....

PRINT NAME: .....

Designation:.....

Date:.....

Cost Centre: CO901D (SUMDE)

Expense/Account Code: 490B4290

For BACS payments:

Account Number: .....

Sort Code: .....

Name of Bank: .....

Payments will be made by electronic transfer if bank details provided or otherwise by cheque.

---

**For Office Use Only:**

Total miles.....

Rate per mile.....  
(reserve / public transport rate will apply)

Total cost £.....

Or

Fare cost: .....

Total Payable: £.....

**Payment method:**

Cheque

BACS  (Bank details required)

**\*Please attach relevant receipts.**

Only one claim form per placement should be completed within 4 weeks of placement ending. Claim forms must be authorised by supervising consultant and submitted to MEC at CAH or DHH for Sub-dean approval .

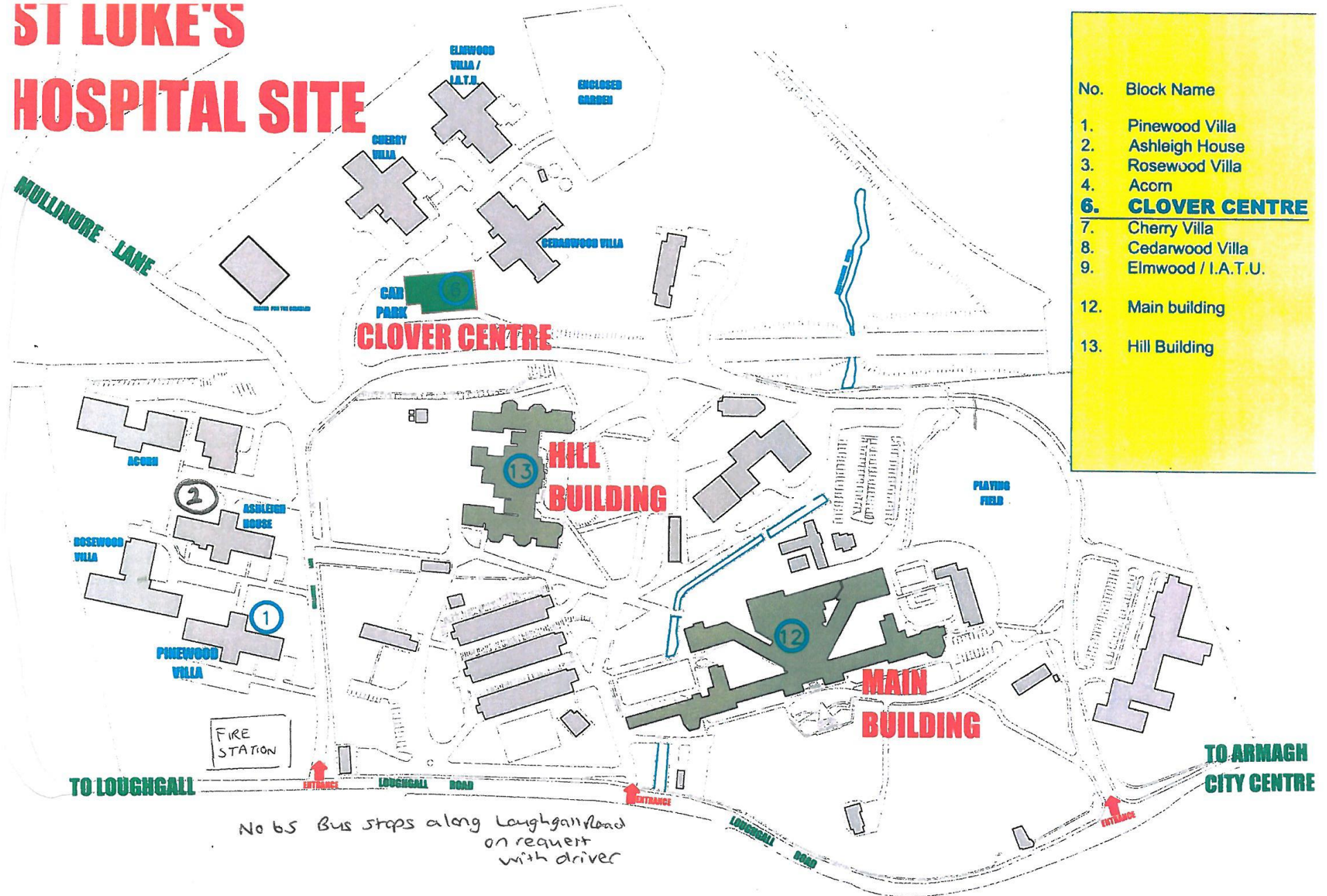
All claims will be reimbursed at reserve / public transport rate AND additional passenger miles are paid at 5p per mile. Please retain a copy for your own records.





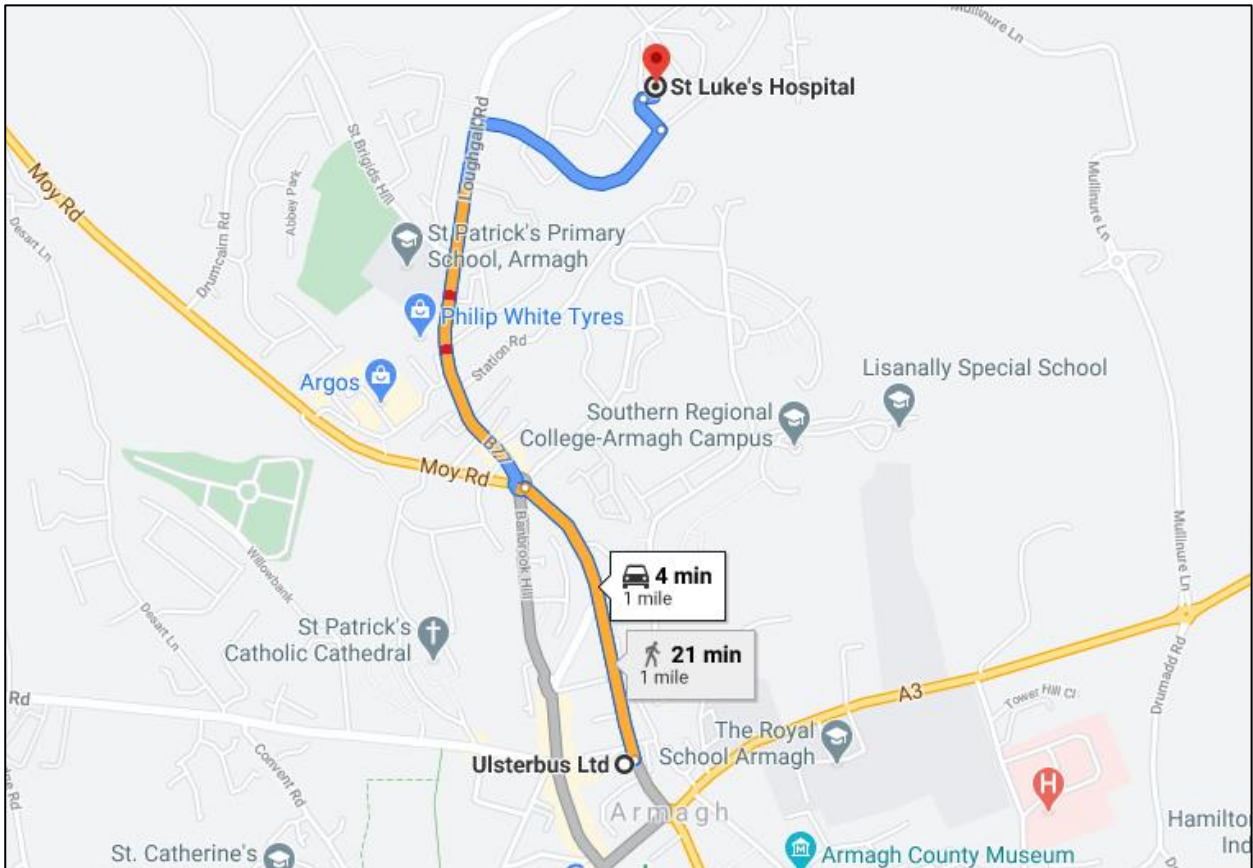
# APPENDIX 3

# ST LUKE'S HOSPITAL SITE



Map showing route from Ulsterbus Depot Armagh to St Luke's Hospital site

However, bus no 65 will stop along Loughgall Road if requested with driver (near entrance shown at top of map) coming from top right of map.



# APPENDIX 4

**Appendix 4 - Dress Code Requirements for staff who provide 'hands on' care / direct patient contact and for support services staff**

	<b>Requirements</b>	<b>Rationale</b>	<b>Regional Dress Code Policy</b>
1.	<p><b>The Trust has adopted a <i>Bare from the Elbows Down</i> position.</b> White coats must be short sleeved AND laundered daily and changed if visibly soiled. In the hospital setting, long sleeved clothing such as suit jackets, cardigans, fleeces or sweaters must be removed before the delivery of direct patient care. In the community setting, long sleeved clothing such as cardigans, fleeces or sweaters must be removed or sleeves rolled up, before the delivery of direct patient care.</p>	<p>Cuffs become heavily contaminated and are more likely to come into contact with patients. Cuffs may act as a vehicle for transmitting infection. Long sleeves or cuffs prevent effective hand washing techniques.</p>	1. Wear short -sleeved or roll the sleeves to elbow length before carrying out clinical procedures.
2.	<p><b>Loose clothing that may easily become contaminated or entangled / entrapped in equipment must not be worn.</b> Neck ties must be tucked in to a shirt during clinical procedures. Name tags should not be worn loose whilst delivering direct patient care.</p>	<p>This type of clothing may make contact with the patient and their environment during clinical procedures and may be a vehicle for transmitting infection.</p>	2. Clinical staff who do not wear a uniform should not wear any loose clothing such as unclipped ties, draped scarves, necklaces and similar items.
3.	<p><b>Staff must ensure that long hair is tied back securely.</b></p>	<p>Patients generally prefer to be treated by staff with tidy hair and a neat appearance. In the interests of patient and staff safety and good IPC practice long hair <b>must</b> be tied back.</p>	8. All staff working in clinical areas should secure long hair.
4.	<p><b>Staff must not wear ANY jewellery including wrist watches, rings, earrings or necklaces whilst on duty, whether or not they are undertaking a clinical procedure with the following exceptions:</b> - A single plain band ring - A fob watch</p> <p>The need to wear a Medic Alert bracelet must be discussed in advance with the Line manager and Occupational Health.</p>	<p>Hand/wrist jewellery can harbour micro-organisms and can reduce effectiveness of hand hygiene techniques.</p>	9. Wrist or hand jewellery must not be worn by clinical staff when carrying out clinical procedures (a plain single band ring acceptable). Wrist watches must be removed before performing surgical hand hygiene
5.	<p><b>Staff must not wear nail varnish or false nails whilst on duty and nails must be kept short and clean at all times.</b></p>	<p>Long and/or dirty nails can present a poor appearance and long nails are harder to keep clean. False nails and chipped nail varnish harbour micro-organisms and can reduce effectiveness of hand hygiene techniques.</p>	10. Clinical staff should keep finger nails short and clean. Clinical staff must not wear false nails or nail varnish for direct patient care
6.	<p><b>Shoes must be navy or black and be enclosed and have low heels.</b> Theatre footwear <b>must</b> be approved by the Infection Prevention and Control Team in conjunction with the Theatre Users Committee. Staff may only wear black or navy trainers when working in gyms/leisure type' facilities? (ie., Physiotherapy staff).</p>		11. Footwear worn in the clinical areas <b>must</b> be suitable for purpose and comply with the relevant health and safety requirements.

7.	<b>Staff must adhere to guidance on washing instruction which can be found on the Trust intranet.</b>		
8.	<b>Staff must change as soon as possible after a uniform or clothes become contaminated.</b> Managers must ensure that there are local arrangements in place to facilitate a change of uniform or clothing if required. In community settings this may mean that the staff member has to go home to change. Community staff should hold a change of uniforms at their base as a contingency plan should they need to change their uniform.		

# APPENDIX 5



## Northern Ireland Electives - Procedures for QUB Students

Students should be aware that elective places in Northern Ireland can be limited, especially during the July holidays. The hospitals may also accept elective students from other universities, so you are advised to apply as early as possible to secure a place.

### Closing dates:

**The Belfast Trust has set a closing date of 31 January 2022 for applications.**

Note all hospital placements should be arranged in advance of the final QUB deadline for submitting your Elective Details – Online Registration with the QUB Centre for Medical Education, which is: **15 April 2022**

### How to arrange a placement:

1. Placements must only be arranged between Monday 27 June – Friday 5 August 2022 (NB: only N. Ireland, S. Ireland and UK electives can start on 20 June; **overseas electives must not start before Mon 27 June 2022**). No elective is permitted to extend beyond Friday 5 August 2022.
2. Students should contact a \*consultant in the hospital directly and ask if they would agree to supervise them for their requested dates.  
**\*Note: ALL places in Paediatrics in the Royal Belfast Hospital for Sick Children must be approved by Dr Alastair Reid: [alastair.reid@belfasttrust.hscni.net](mailto:alastair.reid@belfasttrust.hscni.net). Students must contact Dr Reid and provide dates and specialty area they are interested in. Paediatric elective placements in RBHSC will NOT be approved without prior consultation with Dr Reid.**
3. As soon as the supervisor is in place, students should complete the **Notification of Elective form** and email it to the relevant Trust contact for their records (see attached). This action applies to electives in **ALL** Trusts in Northern Ireland, not just the Belfast Trust.
4. Students must also complete the relevant forms for the QUB School of Medicine (Medical Elective Placement Details online Registration Form and Student Elective Agreement Form).

LINK TO QUB ON LINE ELECTIVE FORMS:

<https://vle.gol.qub.ac.uk/sites/SMED/med/default.aspx>

The QUB Electives Office will email you and let you know when you should complete these forms.

Students should obtain a confirmation letter from their Host/Supervisor to indicate that they have been accepted for the elective of their choice (citing exact dates)

## Northern Ireland Electives for QUB Students

### Notification of Elective

When your elective has been arranged, please email this completed form to the relevant Hospital Trust staff for their records. This action applies to electives in ALL Trusts in Northern Ireland, not just the Belfast Trust.

Student Name	
QUB Email Address	
Requested Placement Dates	
Speciality / Department	
Name of Hospital	
Supervisor Name	
Supervisor Email Address	
Is accommodation Requested during dates of placement?	

### Trust Contacts:

Trust	Contact	Email
Belfast Trust	Nicola Morrison	<a href="mailto:undergraduateoffice@belfasttrust.hscni.net">undergraduateoffice@belfasttrust.hscni.net</a>
<i>Note: As Belfast Trust accommodation is very limited – you need to book a room at the same time your elective is confirmed. Unfortunately rooms cannot be guaranteed to be available by the summer.</i>		
Western Trust	Alison Heath or Sinead Doherty	<a href="mailto:Undergraduate.electives@westerntrust.hscni.net">Undergraduate.electives@westerntrust.hscni.net</a>
South Eastern Trust	Lee-Ann Irvine	<a href="mailto:lee-ann.irvine@setrust.hscni.net">lee-ann.irvine@setrust.hscni.net</a>
Southern Trust	Kelly Wylie	<a href="mailto:sub.deanery@southerntrust.hscni.net">sub.deanery@southerntrust.hscni.net</a>
Northern Trust	Anna Millar	<a href="mailto:anna.millar@northerntrust.hscni.net">anna.millar@northerntrust.hscni.net</a>

# APPENDIX 6

## Procedure for Medical Students

### How to resolve Quality Assurance issues on clinical placement

#### Trust Administrator Contacts

Belfast Trust: Emma Johnston  
[Emma.johnston@belfasttrust.hscni.net](mailto:Emma.johnston@belfasttrust.hscni.net)

Southern Trust: Claire Skelton  
[claire.skelton@southerntrust.hscni.net](mailto:claire.skelton@southerntrust.hscni.net)  
[sub.deanery@southerntrust.hscni.net](mailto:sub.deanery@southerntrust.hscni.net)

Northern Trust: Gail Kernohan  
[Gail.kernohan@northerntrust.hscni.net](mailto:Gail.kernohan@northerntrust.hscni.net)

South Eastern Trust: Lee-Ann Irvine  
[Lee-Ann.irvine@setrust.hscni.net](mailto:Lee-Ann.irvine@setrust.hscni.net)

Western Trust: Sinead Doherty  
[Sinead.doherty@westerntrust.hscni.net](mailto:Sinead.doherty@westerntrust.hscni.net)

#### SUB DEAN CONTACTS

Belfast Trust: Dr Gareth Riddell  
[Gareth.riddell@belfasttrust.hscni.net](mailto:Gareth.riddell@belfasttrust.hscni.net)

Southern Trust: Dr Mae McConnell  
[Mae.mcconnell@southerntrust.hscni.net](mailto:Mae.mcconnell@southerntrust.hscni.net)

Northern Trust: Dr Ronan Cunningham  
[Gail.kernohan@northerntrust.hscni.net](mailto:Gail.kernohan@northerntrust.hscni.net)

South Eastern Trust: Niall Leonard  
[Niall.leonard@setrust.hscni.net](mailto:Niall.leonard@setrust.hscni.net)

Western Trust: Sandra Mc Neill  
[Sandra.mcneill@westerntrust.hscni.net](mailto:Sandra.mcneill@westerntrust.hscni.net)

Problem Identified eg lack of timetable/staff not turning up



Contact the Trust Administrator and/or the module lead in the hospital



Problem resolved?  
No



Contact the Sub Dean



Problem resolved?  
No



Contact the QUB module lead  
(contact details in Year Handbook)