



University Hospitals Birmingham
NHS Foundation Trust

Locally Employed Doctors - Junior Specialist Doctors Programme





Contents

Overview	5	Junior Doctors' Mess	17
Our hospitals	6	Occupational Health:	17
Level of responsibilities/Training.....	8	UHB Behavioural Framework.....	17
Moodle Platform.....	9	Disclosure and Barring Service	17
General Medical Council - Revalidation and Appraisal.....	9	Biometric Residence Permit	17
UHB Generic E-portfolio	10	The Freedom to Speak Up Guardian	17
Work Based Assessments (WBA).....	10	Welcome to Birmingham.....	18
Reflective Practice	11	Helpful information.....	20
Medical Indemnity cover	11	Accommodation.....	20
JSD/LED Education and Training opportunities	12	Emergency services.....	22
Teaching and Training facilitiesavailable	12	Healthcare	22
Life Support Courses.....	12	Schooling and education	23
Research and Audit	12	Shopping	23
Leadership Courses andmodules.....	12	Travel	24
Simulation Training	12	Working at UHB.....	28
Ultrasound Training.....	12	Faith Centre, chapels, and prayer rooms .	28
Clinical Governance.....	13	UHB Chaplaincy locations:	28
Library and Information Services	13	Chaplains.....	28
Searching Healthcare Databases:	13	Chaplaincy contact details	28
Evidence-Based Practice andCritical Appraisal Workshop	13	ID badges	28
Critical Appraisal of a Randomised Controlled Trial(RCT)	13	Getting to work	28
An Introduction to SPSS Statistics for Data Analysis	14	Staff Buses.....	33
LED/SAS National conference.....	14	Leisure centres and swimming pools	34
LED representatives	14	Medical apps	34
Junior Doctor Wellbeing officer andSupport Sessions	15	NHS abbreviations	34
Foundation Year Three (FY3 Programme)...	15	Nursing uniforms.....	35
Portfolio Pathway (CESR)	16	Staff benefits.....	36
Annual/Study/Professional Leave	17	Things to do	36
Study Leave	17	Contacts	37
		UK Bank Account	38
		Payslip Explained.....	39
		National Insurance (NI) number.....	40
		Junior Specialist Doctors Team.....	41
		Terms and Conditions of Service	42
		Additional Duties.....	42
		Confidentiality	42

Locally Employed Doctors (LED) - Junior Specialist Doctors (JSD) Programme

Dear Doctor

On behalf of the LED Team, we would like to take this opportunity to welcome you to University Hospitals Birmingham NHS Foundation Trust (UHB).

We are pleased to welcome you onto the Locally Employed Doctors (LED) Programme where we are committed to providing excellent teaching and developmental support for all our staff, students and trainees.

To ensure we have a highly-skilled workforce able to provide the best possible care, we have a dedicated multi-professional LED Education Team with a great level of expertise to ensure our service, and the education and training we provide, is tailored to meet your needs.

Our Locally Employed Doctors Team is here to support your time at UHB, this booklet provides information about the Trust, Birmingham and other useful or relevant resources, including appropriate paperwork.

We look forward to you joining and enjoying your time at our institution - we will always do our best to have a positive and kind working relationship with you.

Dr Umesh Salanke

Consultant - Emergency Medicine

Associate Medical Director for Postgraduate Education

Email: Umesh.salanke@uhb.nhs.uk

Your Locally Employed Doctor/Junior Specialist Doctors Team:



Email: JSDEducation@uhb.nhs.uk

Overview

The Locally Employed Doctor programme (LED) is a UHB training programme designed to provide high quality training and clinical experience of varied medical and surgical specialities across our hospitals.

UHB is one of the largest teaching hospital trusts in England, serving a regional, national and international population. The Trust runs Good Hope, Heartlands, Queen Elizabeth and Solihull hospitals. The Trust also runs significant services such as Solihull Community Services and Birmingham Chest Clinic. The Trust also manages a number of satellite services and units, allowing people to be treated as close to home as possible.

We see and treat more than 2.2 million people every year across our hospitals and services, and we deliver over 8,000 babies.

We are a regional centre for cancer, trauma, renal dialysis, burns and plastics, infectious diseases and HIV, as well as respiratory conditions such as cystic fibrosis. We also have significant expertise in premature baby care, bone marrow transplants, haematology, and thoracic surgery. The Trust also provides one of the largest solid organ transplantation programmes in Europe.

UHB provides a series of highly specialist cardiac, liver and neurosurgery services to patients from across the UK, and we are world-renowned for our trauma care and have developed pioneering surgical techniques in the management of ballistic and blast injuries, including bespoke surgical solutions for previously unseen injuries. As a result of its clinical expertise in treating trauma patients and military casualties, the

Queen Elizabeth Hospital Birmingham is designated a Level 1 Major Trauma Centre.

The Trust employs over 24,000 brilliant people, and we are committed to investing in their development and their health and wellbeing, with dedicated resources for our medical workforce.

UHB has strong links with the University of Birmingham (UoB) and maintains a strong commitment to research and innovation. The UHB/UoB campus has the one of the highest concentrations of clinical trials anywhere in Europe. UHB is a member of Birmingham Health Partners, bringing together the expertise of significant health, university and research partners to drive innovation.

Your posts will be based at one of our hospitals and you will have placements in relevant specialities which provides the opportunity to undertake complex and challenging work, in a fully supported capacity, in our leading teaching hospitals. Our rotational placements are broadly categorised into medical and surgical categories, with each post lasting from 6 months to 2 years.

A variety of specialities could be added in to the rotation depending upon their requirement of training and the development of the individual.



Our hospitals





Queen Elizabeth Hospital Birmingham (QEHB)

Mindelsohn Way, Edgbaston, Birmingham, B15 2WB

QEHB is a tertiary NHS and military hospital in the Edgbaston area of Birmingham, situated very close to the University of Birmingham. The hospital opened in 2010 and is one of the largest single-site hospitals in the UK, with a 100 bed co-located intensive care unit. The hospital provides a whole range of services including secondary services for its local population and regional and national services for the people of the West Midlands and beyond.



Good Hope Hospital (GHH)

Rectory Road, Sutton Coldfield, West Midlands, B75 7RR

Good Hope Hospital is based in Sutton Coldfield and serves north Birmingham and a large part of south east Staffordshire. The hospital provides acute and general medicine and other specialist services. A Clinical Skills Suite, which is part-funded by the Medical School of the University of Birmingham, is based on site.



Birmingham Heartlands Hospital (BHH)

Bordesley Green East, Bordesley Green, Birmingham, West Midlands, B9 5SS

Heartlands Hospital is based at the heart of a bustling, dynamic community in East Birmingham. The large hospital offers an extensive array of services and a new ambulatory care and diagnostics centre, called Heartlands Treatment Centre, has been built on the site.



Solihull Hospital (SH)

Lode Lane, Solihull, West Midlands, B91 2JL

Solihull Hospital is an acute general hospital in Solihull, West Midlands. During the COVID-19 pandemic, Solihull Hospital was transformed into a site clear of COVID-19, allowing the Trust to continue with elective surgery. The hospital also boasts the Dermatology Unit, which is well respected nationally having won awards for its ground-breaking work.

Level of responsibilities/Training

LED or JSD doctors have 3 levels:

- Foundation Grade: this is equivalent to the responsibilities held by doctors at Foundation Level
- Standard Grade: is equivalent to the responsibilities held at StR 1-2 or Core Training
- Higher Grade: is equivalent in work responsibilities to StR3+

Our inductions are facilitated by the Moodle platform and is compulsory before starting the post, this will help provide a good understanding of the organisation, our policies and procedures, and ways of working. LEDs will have access to all UHB courses suitable to their development and training needs.

You will be given 15 hours back during your first rotation with UHB for the completion of these inductions. This will be provided at a mutually agreed time.

Please log into the Moodle system and undertake the below Moodle modules, prior to commencing at the Trust:

▶ <https://www.moodle.uhb.nhs.uk/login>



Moodle is the online training portal used by UHB to monitor and record training compliance.

Before commencing at the Trust, you will receive an automatic email confirming that you have been set up and assigned to the below training module on the PGME VLE system.

Compliance on all modules is monitored by the Trust and your assistance in these areas is much appreciated.

LED and SAS pages provide you more information about the LED programme, and the relevant educational and logistical resources. LED trainees will have access to all UHB courses suitable to their development and training needs.

You will also note that these packages contain information on the clinical systems used at the Trust.

If you experience any difficulties with the Moodle system, please call the Moodle team directly on: **0121 371 4216**

Practical Skills Sessions

All junior doctors must undertake the following practical skills sessions:

☑	Training sessions
	Resus Practical Training Session - please book your training session by emailing: ✉ resuscitation.training@uhb.nhs.uk
	Blood Transfusion Session - please book your training session by emailing: ✉ Blood.transfusion@uhb.nhs.uk
	ABG Machine Session (includes obtaining a bar code) - please book your training session by emailing: ✉ POCT@uhb.nhs.uk
	PICS Prescribing Session - please book your training session by emailing: ✉ PICSTrainingTeam@uhb.nhs.uk

New to the NHS IMG induction

UHB provides two days of bespoke induction about common clinical procedures, communication skills, e-portfolio and appraisal processes for those who are new to the NHS.

This will usually take place within the first 30 days of starting in your post at UHB. The contents of this induction are based on the recommendation of NHS England and the General Medical Council.

Please contact the education team to book your place on this: JDSEducation@uhb.nhs.uk

Moodle Platform

University Hospitals Birmingham has also recently developed the Post Graduate Medical Education (PGME) page on Moodle.

This page has been designed by Junior Doctors for Junior Doctors, and it contains handy information and resources to help you settle in at the Trust, along with information you will use throughout your time at the Trust, such as specific teaching timetables and teaching information (programmes, timetables and resources).

Moodle can be accessed via mobile app too, this is called Moodle Workplace (Moodle Pty Ltd) - available on both Android or iOS devices.

This information sits within the Moodle platform and can be accessed both inside and outside of the workplace at your convenience, using the login you will be supplied with - as detailed above under the section of this letter titled 'Requirements'.

You will automatically be given access to the pages you require on Moodle (Trust Corporate Induction, Junior Doctors Induction and PGME Moodle pages), however, if you have any difficulties in accessing these resources, please contact our team via email and we will be more than happy to support you:
JSDEducation@uhb.nhs.uk

General Medical Council - Revalidation and Appraisal

The General Medical Council (GMC) have published a Good Medical Practice Framework for appraisals and revalidation for all doctors:

► <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation>



This sets out principles and values on which good practice is founded and is based upon core ethical guidance for doctors. It is used to inform the education, training and practice of all doctors in the UK.

Revalidation is the process by which all licensed doctors must demonstrate, every five years, that they are up-to-date and fit to practise. To demonstrate this you must complete an annual appraisal on the anniversary of your GMC registration, last appraisal or ARCP. The appraisal must cover your whole scope of work and cover the key elements. All licensed doctors must take part in this process in order to revalidate.

Key elements of this are:

- Reflecting on your practice and your approach to medicine
- Reflecting on the supporting information you have gathered and what this information demonstrates about your practice
- Identifying areas of practice where you could make improvements or continue to develop
- Demonstrating that you are up-to-date and fit to practise

The framework consists of four domains which cover the spectrum of medical practice:

- Knowledge, skills and performance
- Safety and quality
- Communication, partnership and teamwork
- Maintaining trust

All GMC related annual appraisals must be completed on the Trust's medical appraisal system (Medic@Work) and your appraiser should be selected from the Trust's trained appraiser list.

You need a minimum of one appraiser for your appraisal; the appraiser can be from any speciality (appraiser must be on the drop down menu on Medic@work webpage).

Typically, a clinical supervisor oversees your day-to-day work in a clinical setting for one particular placement, whereas the JSD clinical tutors oversee the whole trajectory of your learning whilst you are based in a trust, even if you are moving between different placements.

If you have any concerns or questions regarding Revalidation or Appraisal please contact the Revalidation Team at: **revalidation@uhb.nhs.uk**. Please look up FAQs about Medic@work on Moodle in the JSD and SAS section.

UHB Generic E-portfolio

All LEDs (JSDs and clinicians) have free access to the UHB Generic E-portfolio platform during their time at UHB. This has been developed in-house to support and suit the developmental needs of our junior doctor workforce.

LED/JSD Standards will have an e-portfolio generated upon commencement of post.

At the end of your tenure, you are able to download the E-portfolio contents and carry it across to your future posts.

The NHS e-Portfolio is used by a number of different medical and health care organisations in the UK and Ireland either as part of a training programme or as part of professional development. Locally Employed Doctors can also have access to NHS e-portfolio, if you are a member of the respective Royal Colleges (this attracts a nominal annual fee).

If you are working at Registrar level, or have already chosen a specialty, we recommend using e-portfolio from the respective College.

If you wish to access UHB Generic E-portfolio, please contact the Education team on JSDEducation@uhb.nhs.uk once you arrive at your posting.

Please provide us with the following information:

- GMC Number
- Preferred email
- Contract start and end date
- Current Rotation specific start and end date
- Specialty and site
- Supervisor full name and GMC No (if known)

Examples of Royal College E-Portfolios

Surgical e-portfolio: www.iscp.ac.uk

Medicine e-portfolio: www.jrcptb.org.uk/eportfolio-information/accessing-eportfolio

More information on: <https://www.nhseportfolios.org/Information/InfoPage?page=AboutUs>

In general, evidence within e-portfolios contains information about the following:

- Clinical Activities: taking histories, examination, formulating management plans, prescribing, practical skills
- Working as a professional: teamwork, communication, accessibility, time management, good record keeping, organisational skills, leadership, responding to feedback, raising concerns, maintaining trust

You should keep a library of evidence of activities you take part in, then as you go along, refer them into your e-portfolio. Such a library might include:

- Log books of procedures (anonymised)
- Eportfolio appraisal document
- Evidence of research activity or publications
- Evidence of Quality Improvement activities such as involvement in Quality Improvement Projects or Audit
- Evidence of any leadership activities such as: business case writing, representing colleagues at meetings
- Records of teaching attended with any certificates and evaluation or reflection on these sessions for example: protected teaching programme(s), simulation training, Grand Rounds, MDT meetings, Life Support or Advanced Life Support (ALS) courses, e-learning modules, and other courses
- Any feedback or evaluation from others on teaching you have delivered
- Copies of presentations you have delivered
- Statutory or mandatory training certificates
- Reflection on critical incidents, risk assessments, literature reviews you have performed
- Review of complaints and compliments e.g. thank you letters or e-mails from colleagues or patients (anonymised).

Work Based Assessments (WBA)

Formative assessment is used as part of an on-going learning or developmental process.

Work based assessments like Direct Observation of Procedures (DOPs); Mini Clinical Evaluation exercise (Mini-CEX), Case based Discussions (CbD), Case card reviews and Multi Source Feedback (MSF) will be used. The following are some of the list that would be part of formative assessment:

Life support Courses, Simulation Courses, Ultrasound Courses, Other Courses, Log book, Audits, Management, Business case, Teaching, Presentations, Publications, Research, Critical incidents, Compliments & Complaints.

Note: You can have single WBA covering different aspects of curriculum, competences and knowledge.

Example: One Mini-CEX/CBD about trauma management can cover multiple aspects like patient care, team management, primary survey, communication, collaboration and interpersonal skills.

Reflective Practice

The ability to reflect on your clinical performance and continuing learning and development is an essential part of developing as a professional. There are a number of ways of thinking about reflection. One way of thinking about reflection is to think 'what', 'so what', then 'now what'.

A format to this should cover:

- Date and time of incident/events
- A description - return to the experience
- Feelings - an awareness of your thoughts and feelings
- Evaluation - making sense of the situation and outcome
- Analysis - examining the components of the situation in detail, coupled with critically analysing the evidence, is an essential stage in learning
- Conclusion - this may result in a new perspective and/or knowledge
- Action plan - may result in a change of behaviour

Medical Indemnity cover

While doctors strive to provide excellent, safe and quality healthcare, there can sometimes be complications or unforeseen issues. If a patient experiences harm due to a doctor's oversight or negligence, it is vital for these medical professionals to have suitable insurance or indemnity arrangements in place. These measures not only protect the doctor, but they also ensure patients receive fair compensation or legal support.

These insurance or indemnity arrangements also offer personal regulatory and medico-legal support and advice as needed. As a medical practitioner starting to practice, it is legally required to have appropriate insurance or indemnity measures in place. These safeguards provide coverage against potential liability that may arise during practice, considering the nature and extent of the risks involved.

We strongly advise all of you to have personal Medical Indemnity cover. NHS indemnity does cover the Trust; however individual coverage adds an extra layer of protection.

Several medical defence organisations provide this cover, for a fee. This indemnity cover will be very handy during such a situation. We have listed some of them for your convenience. Please enrol to any appropriate organisation providing indemnity.

- Medical Defence Union: **0333 0434 444**
- Medical Protection Society: **0800 561 9090**
- MDDUS medical indemnity: **0333 043 4444**
- Medical Defence Shield: **0300 303 2442**

If you work for an NHS or Health and Social Care (HSC) organisation, the organisation you work for will receive indemnity through a clinical negligence scheme.

- In England, indemnity is provided through the Clinical Negligence Scheme for Trusts (CNST), which is administered by NHS Resolution.
- In Wales, indemnity is provided by Welsh Risk Pool Services.
- In Scotland, indemnity is provided by the Clinical Negligence and Other Risks Indemnity Scheme.
- In Northern Ireland each HSC Trust assumes the role, funded by the Department of Health.

This applies even if you are a locum for an NHS or HSC body.

You should also consider whether you need to take out additional professional insurance or indemnity for work that is not covered by NHS or HSC body indemnity, and if you may wish to access personal regulatory and medico-legal support and advice.

If you are treating NHS patients privately, you must check with your NHS or HSC body employer what indemnity is in place.

More information is available via the General Medical Council:

▶ <https://www.gmc-uk.org/registration-andlicensing/managing-your-registration/information-for-doctors-on-the-register/insurance-indemnity-and-medico-legalsupport>



JSD/LED Education and Training opportunities

University Hospitals Birmingham NHS Foundation Trust (UHB) is committed to providing excellent teaching and developmental support for all our staff, students and trainees. This helps to ensure we can develop doctors to their full potential, and it helps to ensure that we have a workforce able to provide the best possible care to our patients.

UHB has a dedicated multi-professional education team with expertise to ensure education and training is tailored to meet your identified development needs, and that it is delivered in appropriate ways; from lectures and academic programmes, to simulated and hands-on skills training.

Our training is hosted in UHB's own excellent education and simulation facilities. Queen Elizabeth Hospital Birmingham (QEHB) is also located next to the University of Birmingham, which is a major provider of medical and nursing education.

In addition to the clinical and education supervision you will receive, there will be an annual appraisal and support for revalidation.

You will also have access to the Trust's broad range of education and training opportunities for its

Teaching and Training facilities available

- Access to speciality and departmental teaching
- Protected time to attend the monthly bespoke JSD and teaching
- Medical Grand Round (please check with local Post-Graduate Medical Education department on each site)
- Annual national conference hosted by the Trust and held in June each year

Life Support Courses

- Advanced Life support (ALS)
- Advanced Trauma Life Support (ATLS)
- Advanced Paediatric Life support (APLS)
- European Trauma Course (ETC)
- EPALS course

junior medical staff and which include access to the following:

To book the above courses contact Resus office: QE Tel.0121 371 5940.(Ext: 15940), Heartlands, Good Hope, Solihull, Tel: 0121 424 2478 (Ext: 42478) email: [✉ resuscitation.training@uhb.nhs.uk](mailto:resuscitation.training@uhb.nhs.uk)

Research and Audit

- Participation in a wide range of weekly MDT meetings
- Attendance at Medical Grand Round
- Opportunity to undertake audit or research projects supported by the Trust
- Literature review and writing for publication
- Research and audit design

Leadership Courses and modules

- Negotiating and influencing
- Managing performance
- Coaching for success
- Service improvement and project management
- Human Factors training designed to develop communication and team working
- Critical incident and root cause analysis training
- ILM level 3

Simulation Training

- Procedural skills training under simulated conditions
- Simulation training for Foundation Doctors

Ultrasound Training

- Level 1 and 2 courses
- Regional Nerve Block Course
- Basic Echo course

More information about educational activities on

▶ <https://www.education.uhb.nhs.uk>



Clinical Governance

All JSDs are expected to participate in all aspects of Clinical Governance of the department and expect our JSDs to undertake an Audit or Quality Improvement Project (QIP) during their time at UHB. A platform will be provided at our annual LED and JSD conference to present the QIP. All mandatory training must be up to date as per the Trust's policy.

Library and Information Services

Libraries across all our sites provide access to a wide range of online evidence-based resources.

The majority of Library resources can be accessed on-site and from home with an NHS Athens account. Please register for a free account.

User guides and training are also available to help you make the most of our extensive library resources.

The Library is open 24 hours a day, 7 days a week and is accessed using your Trust ID card. The libraries offer access to IT facilities such as printing, scanning and copying.

Self-service kiosks allow you to issue, return and renew items, plus pay any fines if you unfortunately go overdue.

Search the online library catalogue and login using your library ID to place reservations and renew items. More information is available on

► <https://www.uhb.nhs.uk/library-services.htm>



Library courses:

Searching Healthcare Databases:

- Learn about different levels of evidence
- Look at the theory and practice of behind searching; including picking the correct search terms, entering and combining them correctly using 'AND' or 'OR'
- Learn how to apply limits and use filters to create more accurate results
- Know how to save searches and access online full-text articles using Athens
- With plenty of time for hands-on experience and time to ask questions

Evidence-Based Practice and Critical Appraisal Workshop

- Identifying and understanding research bias that may exist in studies and how to avoid and minimise it
- Look at Evidence-Based Practice principles and their importance in the healthcare cycle
- You will critically appraise a piece of research to judge its trustworthiness, value and relevance
- Interpret Forest Plots and statistics in randomised controlled trials and systematic reviews as well as the use of common clinical statistics
- Group activities and exercises with plenty of time to ask questions

Critical Appraisal of a Randomised Controlled Trial (RCT)

- Look at research bias in trials and how this affects results and validity
- Critically appraise a RCT using a critical appraisal checklist to determine reliability and relevance
- Interpret measures to determine statistical significance and clinical relevance of RCTs
- Practical sessions to critically appraise an RCT
- Statisticians on hand to guide the discussion and help you.

To book Library course or to contact the Library please email:

QElibrary@uhb.nhs.uk

GoodHope.library@uhb.nhs.uk

Heartlands.library@uhb.nhs.uk

Solihull.library@uhb.nhs.uk

An Introduction to SPSS Statistics for Data Analysis

- The course is a practical session split into two. In the first session you will prepare your dataset for analysis. In the second half, you will get an introduction to IBM SPSS Statistics software and the opportunity to apply relevant statistical procedures
- Find how to organise a dataset prior to analysis and check for errors using MS Excel

Learn how to Transfer data into SPSS Statistics for further analysis;

LED/SAS National conference

The Trust proudly hosts a one-day annual conference, designed for Locally Employed Doctors, SAS and health care professionals nationally, outside of the Deanery framework.

The conference has been successfully hosted by the Trust for the past four years and it attracts excellent speakers and a fantastically diverse audience.

The conference is designed and delivered by LED representatives and our Education Team, to cover a range of clinical and professional topics, providing you excellent networking and learning opportunities, in addition to CPD points.

The conference in particular has been an excellent platform for individuals to showcase their work and claim a publication.

LED representatives

The current cohort of the Locally Employed Doctors across our sites have representatives who regularly contribute to JSD and SAS committee meetings. We believe this helps in the development of leadership skills as a junior doctor.

Our previous JSD representatives have played a vital role in delivering the national conference and other educational activities.

If you interested in the role, please contact our Education team on JSDEducation@uhb.nhs.uk



Junior Doctor Wellbeing officer and Support Sessions

Offering warm, non-judgemental and confidential support for any issues, no matter how big or small; our Junior Doctor Welfare Officers provide pastoral support that is independent from the clinical and educational supervisory framework.

The Junior Doctor Welfare Officers provide wellbeing support sessions, promoted by the Director of Post Graduate Medical Education. They can also provide:

- Active listening in a safe space
- Support for raising any negative experiences or speaking-up about any aspect of your training, both historic and current
- Support for experiences of racism, sexism, homophobia, or any adverse experiences from being in a minority social group
- Regular check-ins for your mental health

- Support with any non-work issues that are impacting your wellbeing

How to book in with a welfare officer?

Please log into your UHB Moodle portal. Here you'll find the Junior Doctor Welfare Officers booking page, within Postgraduate Medical Education. Welfare Officers can provide 1:1 wellbeing support. If the dates bookable via Moodle are not suitable you can also email: JuniorDoctorsWelfare@uhb.nhs.uk

Welfare Officers

QEHB and Solihull hospitals:

Kerry.Mulligan@uhb.nhs.uk 07464 494 492

Lydia.Hemus@uhb.nhs.uk 07385223234

Heartlands & Good Hope hospitals:

Darren.Taylor@uhb.nhs.uk 07917 599 396

Nicola.Poole@uhb.nhs.uk 07385 223235

Foundation Year Three (FY3 Programme)

The Trust is committed to fostering the professional development of Foundation Year 2 doctors, providing guidance and support in navigating their career paths. We offer an array of positions designed to advance your growth, all underpinned by robust educational support. Our aim is for these roles to introduce you to specialities that will either shape or enhance your future career.

Our programme was design to supplement doctors' educational and training needs beyond the existing HEE framework. Given the organisational structure of UHB, our programme offers the opportunity to gain experience in virtually any clinical speciality,

We provide flexible placements that range from six- month stings in a single speciality to two-year tenures with rotations across various disciplines. The primary goal is to ensure that nay doctor working at UHB can access educational activities and receive support to progress in their career.

With the support of the JSD team, we've observed a high success rate in securing HEE training posts, as evidences by our recent record.

If you choose to extend your tenure with you - and we sincerely hope you do -we also offer senior JSD posts (equivalent to StR3+). Many of these positions have successfully led to Portfolio Pathway (CESR) (CCT equivalent) applications.

For more information please contact Dr Umesh Salanke on Umesh.Salanke@uhb.nhs.uk.

Portfolio Pathway (CESR)

The Certificate of Eligibility of Specialist Registration Portfolio Pathway (CESR) is a means by which doctors who have not completed approved deanery training programme can be entered on the specialist register.

Portfolio Pathway CESR is a competency-based process where the trainee provides a portfolio of evidence that demonstrates that their training, qualifications and experience meet the requirements of the various specialities Certificate of Completion of Training (CCT).

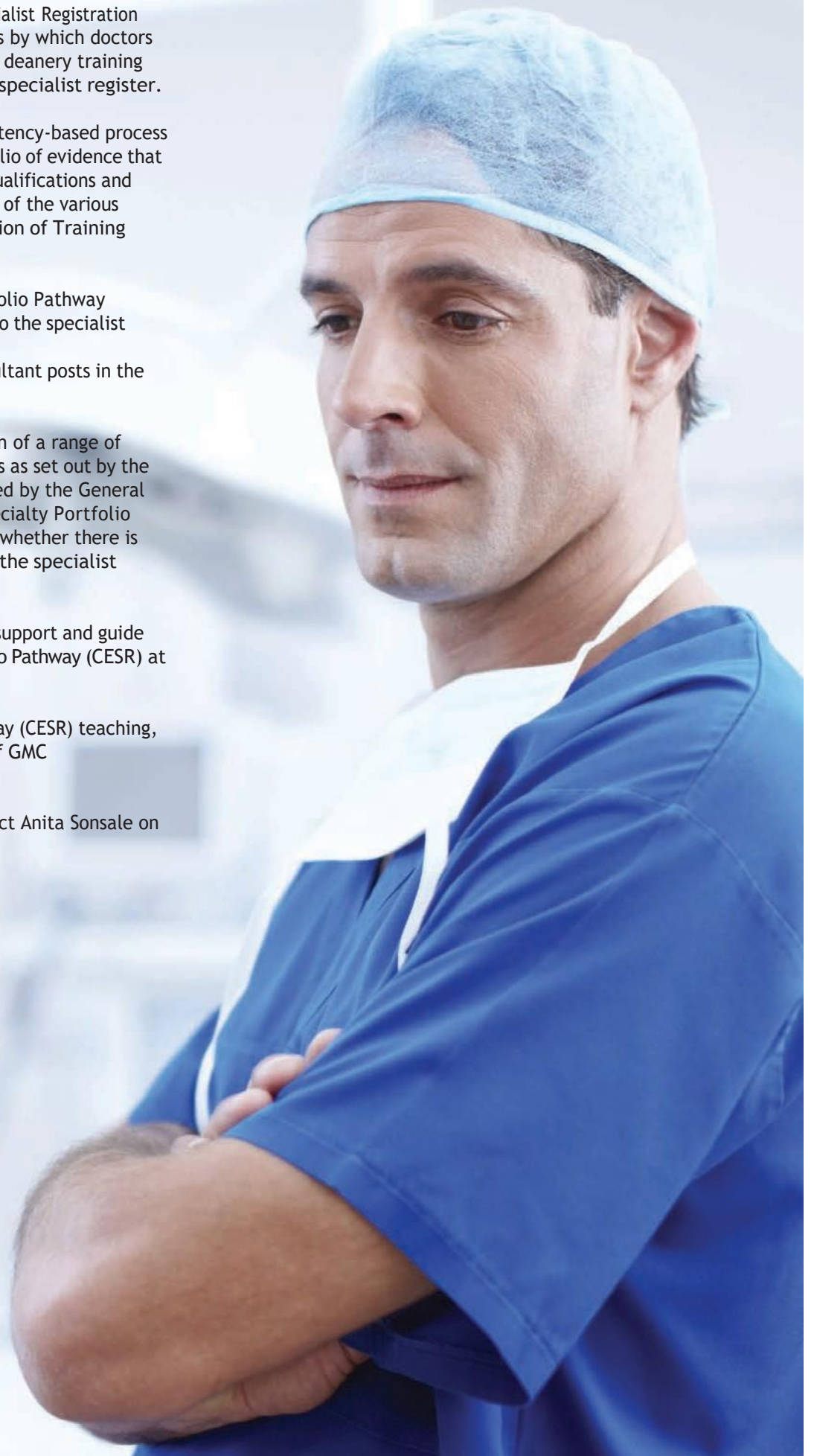
Successful completion of the Portfolio Pathway (CESR) process results in entry on to the specialist register and the doctor will then be able to apply for consultant posts in the traditional way.

The process itself involves collation of a range of evidence covering the four domains as set out by the GMC. The evidence is then reviewed by the General Medical Council (GMC) and the specialty Portfolio Pathway (CESR) panel to ascertain whether there is sufficient evidence for entry onto the specialist register.

A dedicated JSD clinical tutor will support and guide you through the process of Portfolio Pathway (CESR) at UHB.

We have dedicated Portfolio Pathway (CESR) teaching, targeting the domains 2, 3 and 4 of GMC requirements.

For more information please contact Anita Sonsale on Anita.Sonsale@uhb.nhs.uk.



Annual/Study/Professional Leave

The annual leave allowance is:

JSD (Standard and Higher): 5 weeks for the first 5 years of NHS Employment and 6 weeks thereafter

JSD (Foundation): statutory minimum (4 weeks and bank holidays)

Note: a minimum of six weeks' notice is required

Study Leave

JSD (Standard and Higher) are allowed 15 days and £600 per annum (maximum of 10 days for non- Trust training). All Study Leave requests are to be made with your operations or general managers within your Clinical Delivery Group (CDG). For further details regarding study leave process, please see PME Moodle pages within the Employment, Pay and Leave tile ([Course: Employment and Leave \(uhb.nhs.uk\)](https://uhb.nhs.uk)).

Junior Doctors' Mess

Mess rooms are free for all doctors working at UHB and are currently undergoing some improvements and may be subject to moves.

QEHB: the Doctors' Mess is located on the first floor, opposite the Medical Assessment Unit, near the library and computer room.

Heartlands Hospital: Located at Devon House and opposite M&S by the Main Entrance/

Good Hope Hospital: Richard Salt, next to Ward 7

Solihull Hospital: Mallory House

Occupational Health:

Before you undertake any clinical activities, you will need clearance from Occupational Health.

The appointment involves a general questionnaire about your health, and some blood tests will be taken to test for blood-borne viruses such as HIV or HBV. Generally, overseas vaccination records are not accepted, therefore please ensure you have completed the Occupational Health questionnaire and undertaken any tests required.

Occupational Health can be contacted via telephone or email: OccupationalHealth.Enquiries@uhb.nhs.uk or 0121 371 7170

UHB Behavioural Framework

UHB upholds a culture of openness, transparency and honesty and it is developing a growing culture of speaking out. In order to support this culture throughout the Trust, the behavioural framework sets out the standards of conduct and personal behaviour required from all of us.

<http://uhbhome/Downloads/living-our-values-behavioural-framework.pdf>

Disclosure and Barring Service

Disclosure and Barring Service (DBS) is a criminal record clearance. You should apply for it online through a link that is sent to you. You will need a record of your living addresses for the past three years and your current address in the UK. This should be one of the first things to do when you arrive in the UK and before starting the job.

Once you have your DBS certificate, consider registering with the DBS online update service, which will keep your DBS record active in case any other employer needs to access your criminal record status. This will help if you change jobs in the future.

Biometric Residence Permit

Your Biometric Residence Permit (BRP) is your visa permit to stay in the country. You should have been given a letter when you received your Tier 2 or Health Worker visa to state which post office your BRP will get sent to. You must usually collect the BRP before the vignette sticker in your travel document expires or within ten days of arriving in the UK. You will need the BRP to re-enter the UK if you are travelling abroad.

Link to BRP page: <https://www.gov.uk/biometric-residence-permit>

The Freedom to Speak Up Guardian

The Freedom to Speak Up Guardian has a key role in helping to raise the profile of concerns within the Trust and provide confidential advice and support to staff in relation to concerns they have, for example, about patient safety and/or the way their concern has been handled. Guardians do not get involved with investigations or complaints but help to facilitate the process of raising a concern where needed, ensuring policies are followed correctly.

<http://uhbhome/one-trust/ftsug/>

Contact details:

<http://uhbhome/one-trust/ftsug/confidential-contacts-updated.htm>

Welcome to Birmingham

Welcome to Birmingham, England's second largest city with a reputation for first-class academic and clinical study, a world-renowned cultural scene and an ethnically diverse population.

Birmingham is one of the UK's most multicultural cities. Approximately 42 per cent of the city's population is ethnically diverse and more than 20 per cent is from overseas. This has created an exciting, confident and vibrant city, with an international culinary offering to match. From Michelin delights to award-winning street food, Birmingham's cuisine is just one way in which the city's rich diversity is celebrated.

It is also one of the youngest cities in Europe. Birmingham's age profile can be attributed to the growth in students attending one of the city's five universities, which attract learners from across the globe.

With an international airport of its own, the city has excellent connections to the rest of the country and beyond. Its position in the heart of England means the city is only 90 minutes by high-speed train from London but has much lower living costs than the capital.

There has been huge investment in the city over recent years, including the opening of Europe's largest library and the £600 million redevelopment of New Street station. Major businesses continue to choose Birmingham as a key office location with BT, HSBC, KPMG, Barclays and PwC UK expanding into the city.

Every year, more than 40 million tourists enjoy Birmingham's varied arts scene, restaurants and shops.

As host of the Commonwealth Games in 2022, the city continued its long tradition of hosting global sporting events. This includes international test cricket matches at Edgbaston, two top football clubs and world-class athletics events at the National Indoor Arena and Alexander Stadium.



- ▶ For further information about the city visit www.visitbirmingham.com or scan the QR code



- ▶ Information about Birmingham and the region can also be found on the Birmingham City Council Trust website.



- ▶ You can find lots of useful information about moving to Birmingham on the Birmingham City Council website.





Helpful information

Accommodation

Birmingham offers a wide variety of places to live, whether you prefer to be surrounded by green spaces or lively restaurants and cafés, the city has something to suit everyone.

► [Birmingham International Student Homes \(bish.org.uk\)](http://bish.org.uk)



BISH assist students as they become accustomed to a new city or country. They support an international community of various faiths, backgrounds and cultures by providing a safe and supportive environment where people gain an understanding of each other whilst undertaking their academic learning. BISH offer affordable accommodation for short-term or long-term rent to single occupancy to family accommodation.

10 Potential areas to live in Birmingham

1. Digbeth
2. Edgbaston
3. Harborne
4. Solihull
5. Moseley
6. Jewellery Quarter
7. Bournville
8. Bearwood
9. Erdington
10. Sutton Coldfield

10 Letting agencies in Birmingham

1. Knight Frank
2. Purplebricks
3. Dixons
4. Connells
5. Rightmove
6. Zoopla
7. Haart
8. MECS
9. Oakmans
10. Oulsnam

Renting a house

There are various documents you need to show when renting a house:

Proof of identity

Your letting agent and landlord will most certainly want to make sure that you are who you say you are. Normally, a driving licence or passport will do, but if you have neither, then a signed bank card and a utility bill will be acceptable in some circumstances.

A bank account

You'll need a bank account (for further information refer to page 39) if you want to rent a newhome. Most high street banks can provide basic ones that allow you to set up standing orders and direct debits.

Proof of earnings

If you've decided to go through a letting agent, they may want to provide proof of income for your new landlord. This is most likely going to be a recent pay slip, (which can be found on [Home - ESR Hub - NHS Electronic Staff Record](#)) but they may ask for a statement from your manager, which might also include a reference.

Employer reference

Your landlord just wants to make sure you're going to be able to pay the rent and may get in touch with your employer to make sure you have a job. Bear in mind that some employers won't want to share anything too sensitive and will just confirm that you work for them. Otherwise, the standard questions are:

- What is your salary?
- How long have you worked at the company?
- Are you in a part-time or full-time position?
- And are you a permanent or temporary staff member?

Renting a property checklist

► [The government has a useful website about renting a property in England.](#)



Key questions to ask:

- *Is the landlord or letting agent trying to charge any fees? For example, for holding the property, viewing the property or setting up a tenancy agreement?*
Since 1 June 2019, most fees charged in connection with a tenancy are banned. A charge to reserve a property is permitted but it must be refundable and it cannot equate to more than one-week's rent. Viewing fees and tenancy set-up fees are not allowed.
- *How much is the deposit?*
Since 1 June 2019, there has also been a cap on the deposit that the tenant is required to pay at the start of the tenancy. If the total annual rent is less than £50,000, the maximum deposit is five-week's rent. If the annual rent is £50,000 or above, the maximum deposit is six-week's rent. The deposit must be refundable at the end of the tenancy, usually subject to the rent being paid and the property being returned in good condition, and it must be 'protected' during the tenancy.

- **How long do you want the tenancy for?**

The landlord must allow you to stay in the property for a minimum of 6 months. Most landlords offer tenancies for a fixed term of 6 or 12 months. However, it is possible to negotiate a longer tenancy. Alternatively, you could agree to a tenancy which rolls over on a weekly or monthly basis. These tenancies have no fixed end date, but the landlord must allow you to stay in the property for at least 6 months.

- **What can you afford?**

Think about how much rent you can afford to pay: 35% of your take-home pay is the most that many people can afford, but this depends on what your other outgoings are (for example, whether you have children).

- **Which area you would like to live in and how you are going to look for a rented home?**

The larger the area where you are prepared to look, the better the chance of finding the right home for you.

- **Do you have the right to rent property in the UK?**

Landlords in England must check that all people aged 18 or over, living in their property as their only or main home have the right to rent. Landlords must carry out this check before the start date of your tenancy agreement. There are two types of right to rent checks; a manual document-based check or a check via the Home Office online checking service. Your landlord can't insist which option you choose but not everyone can use the online service.

- **Will you need a rent guarantee?**

Some landlords might ask someone to guarantee your rent.

▶ **If you don't have a guarantor, you can ask Shelter for advice.**



Home insurance

Home insurance covers you against the cost of repairing or rebuilding your home or replacing its contents. If your home is damaged or destroyed, repair and rebuilding costs quickly mount up. Replacing your possessions can also be expensive. Without home insurance you would have to cover these costs yourself.

If you are renting a property, buildings insurance is your landlord's responsibility, but you may want to take out contents insurance to protect your possessions. This covers the cost of replacing or repairing items if they are damaged, destroyed or stolen. If you wish, you can extend your content insurance to protect your possessions when you take them outside your home.

▶ **For a full list of recommended insurance providers please visit:**
www.which.co.uk/money/insurance/



▶ **For general advice on insurance please visit the Association of British Insurers at**
www.abi.org.uk



Hotels and Airbnb

Hotel stays are great for short-term stays but quickly become expensive. Please see our apps sections to get the best hotel deals.

Airbnb is one of the most popular platforms for renting a space for multiple people to share, a shared space with private rooms, or the entire property for yourselves. Like hotels, it's charged as a nightly fee and can become very expensive over long periods of time.

Useful apps



Purplebricks



Rightmove



Airbnb



Booking.com



Zoopla



OnTheMarket

Emergency services

You need to telephone 999 for the emergency services; these are the police, ambulance and fire services.

Call 101 for your local police station. This is for enquiries which do not require an emergency response.

Should you witness an incident or need to report a non-emergency crime you can dial 101 to report it to your local police station. The following are examples of crimes to report via 101:

- if your car has been stolen
- your property has been damaged
- you suspect drug use or dealing in your neighbourhood
- report a minor traffic collision

You have the right to contact the police and be kept informed about the investigation if you've been the victim of a crime. You will be the contact for the police officer dealing with your case, and should be given the crime reference number you get given when the crime was reported. A crime reference number can also be used when making a claim on insurance.

You should always call 999 when it is an emergency, such as when a crime is in progress, someone suspected of a crime is nearby, when there is danger to life, or when violence is being used or threatened.

Healthcare

Registering with a Primary Care Practice/General Practitioner (GP)

We advise you to register with a local GP as soon as possible after your arrival in Birmingham.

- ▶ You can find a list of GPs near you on the NHS website:
www.nhs.uk/service-search



You will need to contact the GP surgery and ask to register with them. They will usually ask you to complete a GMS1 form giving details such as:

- your name and address
- your date of birth

- your NHS number (if you know it)
- other information, such as the name and address of your previous GP

Some GP surgeries will also ask to see proof of your identity, for example:

- photo identity, such as your passport or driving licence
- proof of your address, such as a recent utility bill (gas, electricity, water or phone bill, but not a mobile phone bill) or council tax bill

The GP surgery will send the GMS1 to the local clinical commissioning group (CCG), who will write to you confirming that you're registered with the surgery.

When you register with a new GP surgery, you'll be invited to make an appointment for a health check within six months. They are usually carried out by the practice nurse, who will ask you about your personal and family medical history.

Walk-in centres

NHS walk-in centres offer treatment for minor injuries and illnesses without an appointment.

As such walk-in centres are run on a first-come first-served basis and offer year round out-of-hours services.

- ▶ To locate your nearest centre, please scan the QR code



How to register with a dentist

If you want NHS dental treatment, you will first need to find out which dentists in your area provide NHS treatment, and then find one who is prepared to accept you for a course of treatment as an NHS patient.

Some dentists do not provide NHS treatment, or only provide treatment to certain groups of people, for example children, or people getting benefits or tax credits. Not all dentists who provide NHS treatment have to take you on as an NHS patient.

You don't have to register with a dentist in order to get NHS treatment, but your dentist may keep a list of regular patients and provide ongoing treatment and care.

- ▶ To find a list of dentists who conduct NHS work in your area please visit: www.nhs.uk/Service-Search/Dentist/LocationSearch/3



Schooling and education

In the UK, children normally start school in the September when they are aged between four and five. They will move to secondary school in the September when they are between eleven and twelve years old.

Whether applying for primary or secondary education, you will need to:

- apply either online (using the link below) or
- return your completed preference form to School Admissions and Pupil Placements Service by early December.

Advice and information on state schools is available at www.gov.uk. The chosen school may require a letter of support from UHB, which will be provided on request.

- ▶ For more information on the complete process of applying for schooling in Birmingham, please visit the Birmingham City Council website: www.birmingham.gov.uk/schooladmissions



- ▶ To find more schools in your local area please scan the QR code



Shopping

Food shopping

UK supermarkets are generally well-stocked with good quality fresh meat, dairy and produce, and dried groceries. Most also have in-store bakeries and in the larger out-of-town hypermarkets, you'll also find clothing, home ware, and electronics.

If you don't fancy browsing the aisles, there are alternatives. Food markets remain popular throughout the UK and there are plenty of online services that deliver groceries to your door. And if you don't like cooking, you'll find a selection of restaurants, takeaways, and cafes in towns and cities across the country.

Things to remember when food shopping in the UK:

- Opening times vary between supermarkets so look on their websites for their opening times.

- Remember to bring your own shopping bags. Most shops charge a small fee for a bag.
- Most major supermarkets in the UK have a loyalty scheme. Look into this to find some bargains both in-store and online.

Ten places for a big food shop:

- ASDA
- Morrisons
- Sainsbury's
- Tesco
- Co-op
- Aldi
- Iceland
- Lidl
- Waitrose
- Marks & Spencer

Useful apps



ASDA



Deliveroo



Just Eat



Morrisons



Tesco



Uber Eats

Halal food shopping

There are many Halal food shops in-and-around Birmingham, such as:

Al Halal Supermarket; 360 Coventry Rd, Small Heath, Birmingham B10 0XE

Sunrise Halal Supermarket; Retail Centre, Unit 1 Cape Hill, Warley, Birmingham, Smethwick B66 4PH

General shopping

Most supermarkets in England sell a wide variety of items for your home and garden, including appliances, cutlery, cleaning products and home furnishings.

The following shops sell home ware:

- IKEA - furniture, storage, kitchenware, bedding, home accessories, outdoor living
- B&Q - DIY ('do it yourself'), plants, paint, flooring
- Screwfix - DIY, tools, electrics and lighting, outdoor living
- Homebase - DIY, tools, electrics and lighting, bathroom
- Wickes - DIY, home improvement, tools, paint
- H&M Home - interior décor
- Dunelm - interior décor
- The White Company - interior décor
- Next - interior décor
- The Range - interior décor, outdoor/garden items, appliances, DIY and craft

Useful apps



Wickes



Zara



Amazon



Argos



ASOS



H&M



Next



Ikea



B&Q

Travel

Getting around Birmingham and the region is easy thanks to the network of public transport, including buses, trams and trains. Despite being such a well-connected city, walking or cycling around Birmingham popular as there are plenty of things to see and enjoy along the way.

- ▶ The Transport for West Midlands website www.tfwm.org.uk and app (see below) provide information about getting around the region on public transport.



Useful app



Transport for West Midlands

Bus

It's easy to travel by bus in the West Midlands; National Express and Arriva buses provide regular services, with many routes operating into the evening and on Sundays.

Things to remember when catching the bus:

There are several ways you can pay to travel by bus as cash or using contactless payment via a credit/debitcard or a pre-paid travel card.

- Arrive at the bus stop a few minutes prior to arrival. Being late to the bus stop by just one or two minutes could mean missing your bus.
- Most buses have a digital banner on the front and/or side of the bus that displays their destination and/or the particular route name or number. As the bus approaches, make sure you read the banner and check it's the service you need.
- Wave down your bus driver. This will let the driver know you need to catch the bus and it will stop for you.
- Once you are near your destination, press one of the 'stop' buttons. Press the button about one block before your stop. Buses will only stop if there's a passenger at the bus stop to pick up or if someone has pressed the 'stop' button.

There are some useful apps where you can plan and pay for your journey, please see below:

Useful apps



First Bus



NX Bus
mTicket

Things to remember when going by train:

- Different companies run different trains. Before you start booking train tickets in the UK, it's worth noting that there are often multiple train companies that run trains to the same destination. You'll need to make sure you buy a ticket from the right company for the right train in order to ensure you don't have to purchase a new ticket or pay a penalty fare on board.

- ▶ You can use the National Rail website to look up timetables www.nationalrail.co.uk Once you've chosen a train, the website will direct you to the relevant company to purchase tickets.



- Arrive early
Always make sure you're five to 10 minutes early for your train. Trains have very precise leaving times and will not wait. They are not as frequent as buses so if you miss one, it might be a while until the next train. Make sure you arrive at the station early so you can buy your ticket and find the right platform in time.
- Buying a ticket
The most important thing to remember about train travel in the UK is that booking tickets as far in advance as possible is the best way to save money.
- Ticket prices on many routes tend to rise the closer you get to the date of travel. If you wait and buy tickets at the station before you go, you could be paying a lot more than you need to.
- Ticket office
You will find ticket offices or ticket machines at every station. Here you can pay for a single or return which can be purchased via cash or card.
- Online
Using travel websites will help you plan and buy tickets for your journey more easily. You will either need to print your tickets or have them to hand on your phone. If you are planning on using the train more frequently you could consider a train pass which will help you save money.

Useful apps



National Rail



National Rail



West
Midlands
Railway

Car

Buying a car

First you will need to find a vehicle and you can do this by:

- traveling around and finding small car dealerships
- researching online and locating second hand private dealerships

- using an app or a large online reselling website
- go to the car brand dealerships to find brand new cars

There are pros and cons for each option:

Approved used car dealer

Advantages: Check and approved by the brand. Will come with a warranty

Disadvantages: More expensive

Used car dealer

Advantages: Choice of different brands and models

Disadvantages: Requires careful research for reliable dealers

Private car owner

Advantages: Deal directly with the car owner, potentially best price

Disadvantages: No guarantee. If you are not familiar with the car, it is difficult to know the actual condition of the car

Driving licence

If your driving licence is a non-EU licence, it will be valid for 12 months from when you enter the UK. After this period, you will need to apply for a UK provisional licence and you will be required to retake your driving test. Further information:

<https://www.gov.uk/driving-nongb-licence>

Once you have received your provisional licence, your international licence becomes invalid, even if there is still time left on your international licence. Please also bear in mind that once you have received your provisional licence, you will not be permitted to drive around unaccompanied.

Please note you need to have a valid driving licence, MOT and insurance to drive any motor vehicle in UK.

Road tax

Road tax is compulsory to drive on UK roads. If you don't pay this tax, then you risk being fined. Vehicles without tax should be listed as 'off the road.'

Insurance

There are various car insurance websites, here are a few options:

- Go Compare
- Money Supermarket
- Confused.com

Car insurance is a legal requirement so you must

have an insurance policy in place if you own any road worthy vehicle. It provides financial protection if you have an accident, and it can also cover injuries to other drivers, pedestrians and passengers in your car. Please follow the link below to find out more;

► [Why Is Car Insurance Mandatory? A Simple Guide | comparethemarket.com](#)



MOT

MOT refers to the Ministry of Transport test car inspection. It is an annual test of vehicle safety and roadworthiness. All vehicles need a valid MOT if being driven on the road. If you have the vehicle's registration number, it is easy to check whether a vehicle has a valid MOT with a free online checker.

Expect to pay up to £55 pounds for a MOT. It's a relatively quick test (40-45 minutes) and you don't necessarily need to book but it's worth booking ahead to save time waiting around. MOT tests check the condition of the vehicle's tyres, steering, brakes, emissions etc.

You cannot drive a car around without a valid MOT unless you're driving to a MOT test or to get repairs. When your car passes the MOT, you will then have a year before it will need another test.

Clean Air Zone

A Clean Air Zone (CAZ) in Birmingham City Centre came into force on 14 June 2021. This means the most polluting vehicles will need to pay a daily charge to drive within the zone unless exempt.

► [Please visit the CAZ website for details of the zone: www.brumbreathes.co.uk](#)



Taxis

To stay safe whilst using licensed taxis and private hire vehicles, please make sure you:

- Never get into a private hire vehicle if you have not booked it through an operator
- Book private hire vehicles in advance - the driver will not be insured to carry you if you don't
- Check that the vehicle you're getting into is the vehicle you booked

- Don't tell the driver your name; ask what name is on the booking
- Find out where the nearest rank is in relation to where you're going so that you can get straight into a vehicle when you're ready to go home
- Use the marshalled taxi ranks at weekends on Broad Street and Arcadian Centre wherever possible as they're in busy and well-lit areas
- Avoid leaving the busy areas and heading down the back streets which attract uninsured and unlicensed vehicles
- Look out for the required signage on the vehicle
- Always try and take down the vehicle's plate number or registration number.
- After nights out, try to travel with friends and check that the last person dropped off made it home safely.

Ways to catch a taxi:

1. Wave one down
2. Telephone a taxi company
3. Use an app e.g. Uber

Useful apps



Uber



Bolt

Tram

- To find out more about the tram services around Birmingham please go to West Midlands Metro at www.westmidlandsmetro.com



Bike

Cycling is a popular option for those who live close to work, but not close enough to walk every day. It offers significant health and environmental benefits and is a popular alternative to driving.

Birmingham is currently improving cycle routes as part

of the 'Cycle Revolution' project, which aims to make cycling a more everyday way to travel.

- Visit the dedicated website for information on recommended cycle routes, events, tips and training. www.birmingham.gov.uk/cycling



Walking

Walking to work has lots of health benefits as it provides regular low-impact physical activity.

- For more information about the city's walking routes, please scan the QR code:



Useful apps



Google Maps



Apple Maps

Working at UHB

Faith Centre, chapels, and prayer rooms

Chapels and prayer rooms are available for staff who need some time away from the hospital. They are open and lit day and night. Everyone is welcome to use the facilities, regardless of faith or belief background.

UHB Chaplaincy locations:

Heartlands Hospital
The Faith Centre, Chapel, Prayer Rooms and Quiet Room are located on the ground floor corridor leading to Wards 1-12 in the tower block.

Queen Elizabeth Hospital Birmingham
The Faith and Community Centre is located on Level 1 of the QEHB, near the main entrance.

Good Hope Hospital
The Chapel, Prayer Room and Chaplaincy Office are located between wards 16 and 17 on the ground floor.

Solihull Hospital
The multi-faith prayer room is on the first floor in the main hospital.

Chaplains

Chaplains are members of hospital staff trained to provide a high standard of spiritual, religious and pastoral care. There are Christian chaplains (Church of England, Free Church and Roman Catholic), Muslim, Jewish, Sikh, Hindu, Buddhist and Humanist chaplains. They are employed specifically to provide support for staff as well as patients and work closely with clinical teams on the wards.

Chaplains can offer:

- a supportive, listening ear
- one-to-one, or group de-briefs after a difficult shift or after a particular encounter
- mindfulness sessions
- spiritual health and well-being resources
- prayer, blessings, sacramental care and support with memorials

Chaplaincy contact details

Good Hope, Heartlands and Solihull hospitals

Tel: 0121 424 7676 (Good Hope Hospital)

Tel: 0121 424 1369 (Heartlands Hospital)
Tel: 0121 424 4099 (Solihull Hospital)
Tel: 0121 371 4574 or 0121 371 4570 (QEHB)

Email: Chaplaincy@uhb.nhs.uk

ID badges

You will receive your ID badge during your first week of induction.

- *What should I do if I lose or break my ID badge?*
If a card is lost, please report this to the on-site security control room immediately so it can be deactivated. A replacement can be obtained from the ID badge office. Broken or damaged cards are also replaced at the office. An application form is required for this - please see the Trust intranet.
- *Are there any charges associated for replacements?*
No, there are no charges for a replacement badge.
- *Who do I contact if you need access to a specific area of a hospital?*
An application form needs to be filled in and authorised by the head of the department for the relevant area.
- *Who do I contact if I need access to another UHB hospital site?*
You need to email access control for the specific site you need access at. See Contact list on page xxx.

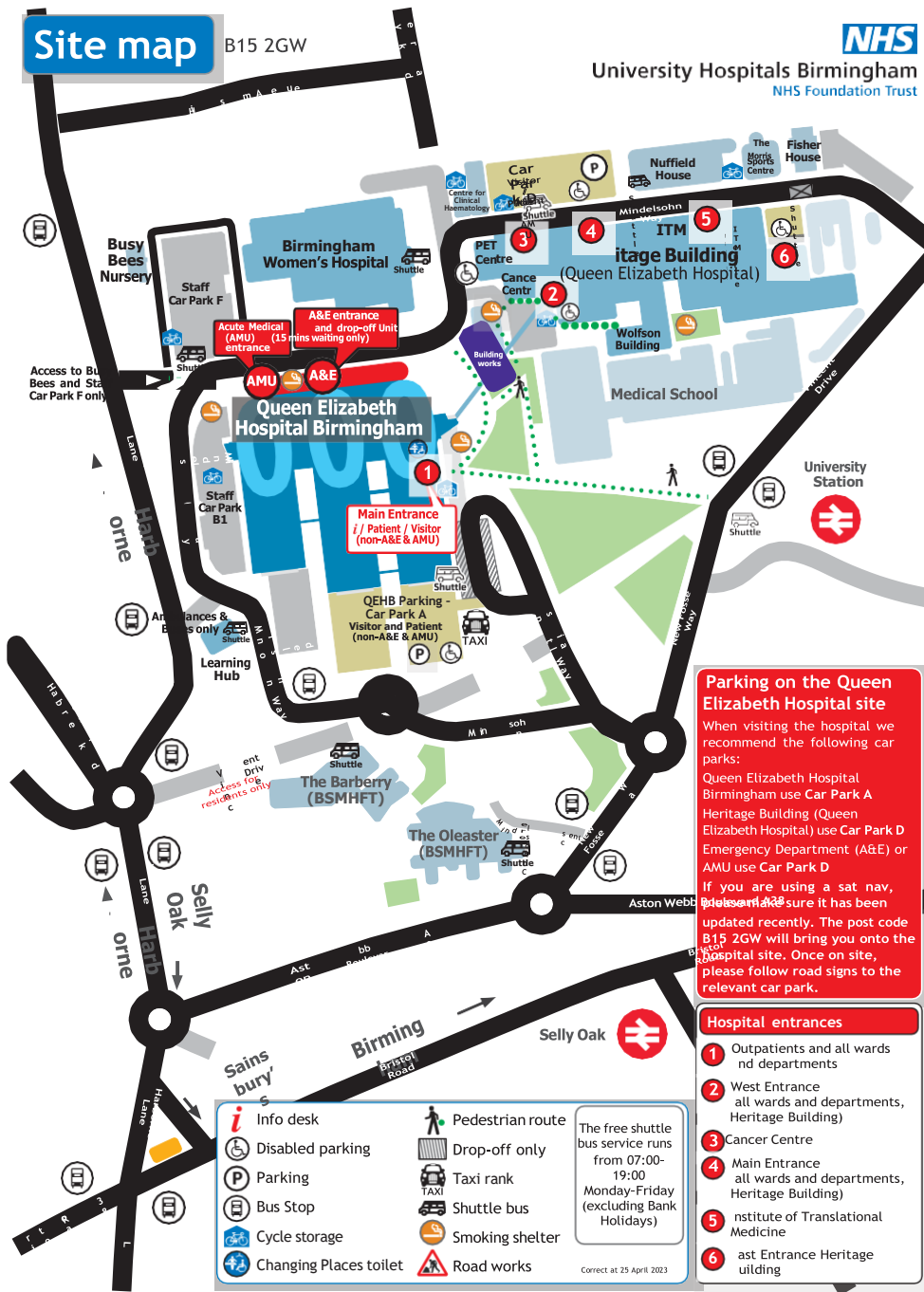
Contact details for all security offices can be found in the Contact section on page 26

All application forms can be found on the Trust intranet.

Getting to work

- The Trust has a new Getting to work website which provides information about public transport and parking: www.uhb.nhs.uk/GTW

Queen Elizabeth Hospital Birmingham



Car Park Times

Car Park	Opening Times	Parking Eligibility	Car Park	Opening Times	Parking Eligibility
A	06.00-18.00	Visitors and patients	D	06.00-18.00	Visitors, patients and some staff
	18.00-06.00	Staff, visitors and patients		18.00-06.00	Staff, visitors and patients
B1	08.00-18.00	Staff and some reserved spaces for COVID tests	M	06.00-18.00	Peripatetic holders only
	18.00-06.00	Closed to incoming vehicles		18.00-06.00	
F	06.00-18.00	Staff	K	06.00-18.00	Staff
	18.00-06.00	Closed to incoming vehicles		18.00-06.00	
			Pathology	06.00-18.00	Staff
				18.00-06.00	

Heartlands Hospital

Department	Level
Accident & Emergency	G
Antenatal	G
Badger Clinic	G
Blood Tests	G
Cardiology	1
Children's Development Centre	G
Children's Outpatients	G
Children's A&E	G
Day Surgery Unit	G
Delivery Suite	G
Diabetes Outpatients	G
Dietetics / Outpatients	G
Endoscopy	G
ENT / Hearing Centre	G
Eye Clinic	G
Faith Centre	G
Fracture Clinic	G
Gynaecology Clinic	G
Hawthorn House	G
Education Centre	G
Infection & Tropical Medicine	G
Intensive Care Unit	2
Lung Function and Sleep Dept	G
Medical Day Hospital	G
MIDRU	G
Occupational Health	G
Outpatients Clinics 1-10	G
Pharmacy	G
Physiotherapy	G
Pre - Operative Assessment Unit	G
Speech & Language Therapy	G
Theatres	1
X-ray/MRI/CT	G

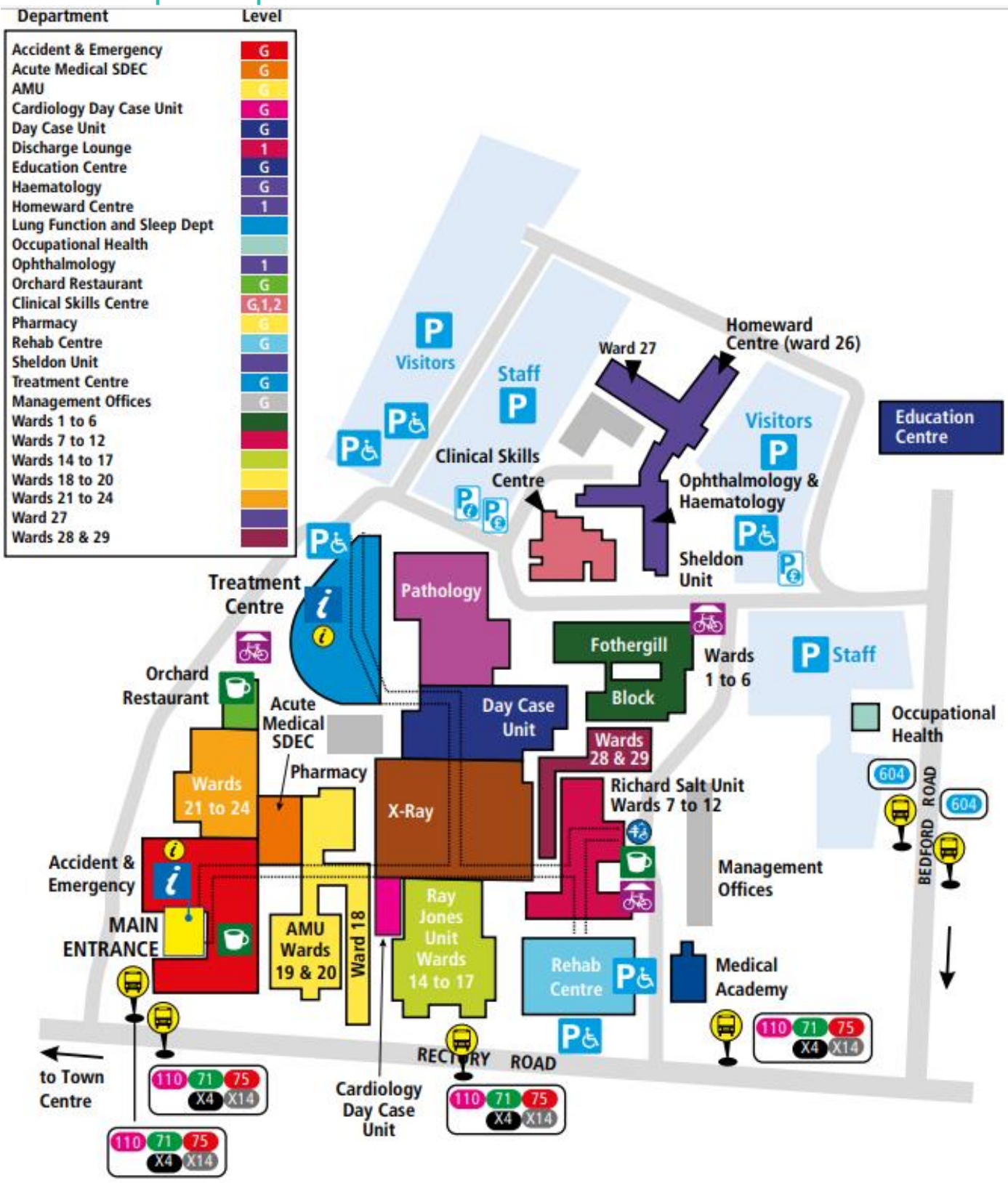
Wards
Tower Block: Wards 1 to 12
Children's: Wards 14 to 18 Beech Ward Rowan Ward Discharge Lounge
Centre Block: Wards 19 to 30
Princess of Wales Women's Unit: Aspen Ward Cedar Ward Maple Ward



Key to symbols

- Bus Stop
- Information/Reception
- Car park info hut
- Coffee shop/Restaurant
- Car park
- Car park pay machine
- Travel information screen
- Disabled car park
- Cycle shelter

Good Hope Hospital



Correct at 7 March 2024

Key to symbols

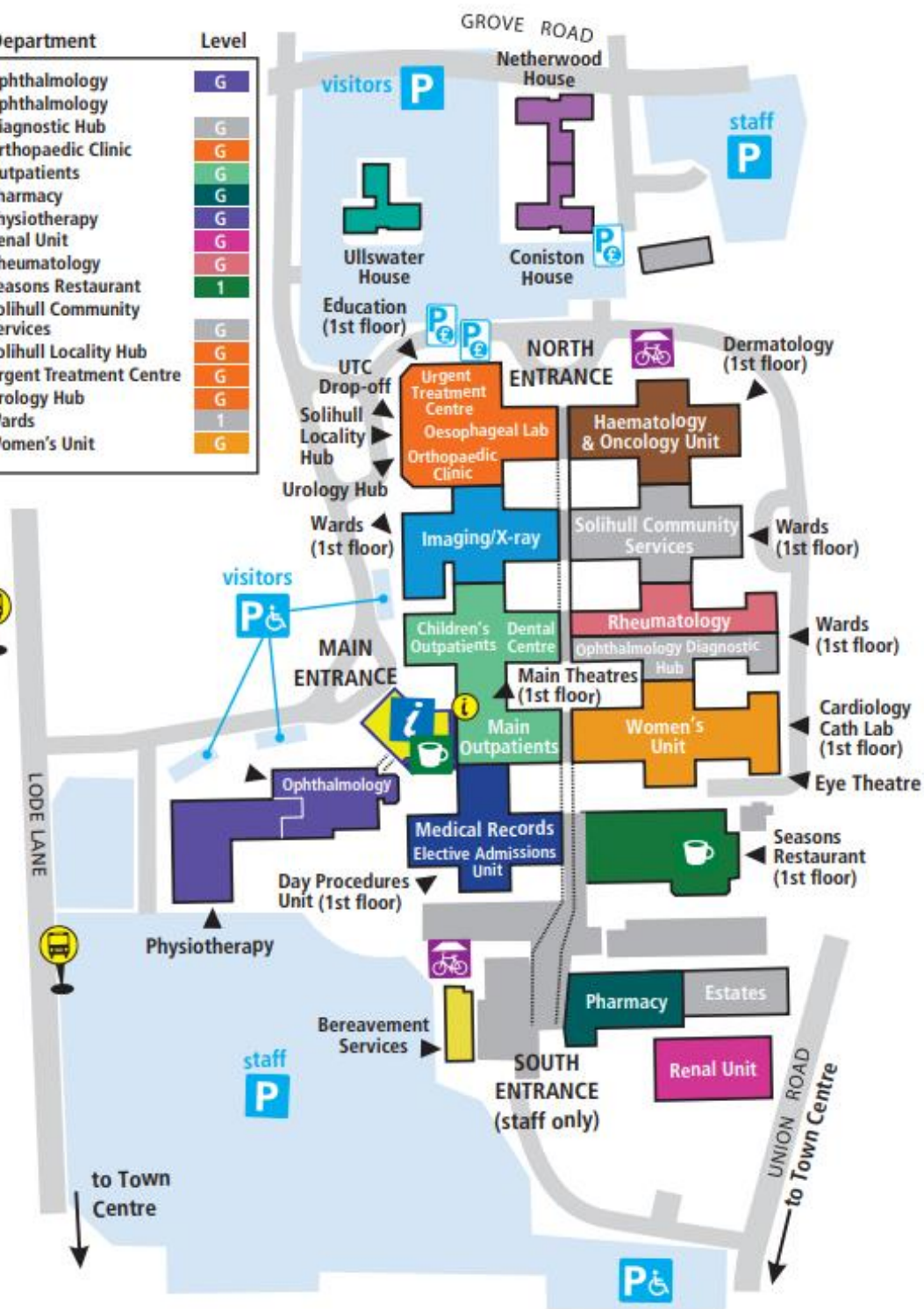
- Bus stop
- Travel information screen
- Information/Reception
- Car park
- Disabled car parking spaces
- Car park info hut
- Car park pay machine
- Cycle shelter
- Coffee shop/Restaurant
- Changing Places toilet

Solihull Hospital

Department	Level	Department	Level
Bereavement Services	G	Ophthalmology	G
Cardiology Cath Lab	1	Ophthalmology	G
Children's Outpatients	G	Diagnostic Hub	G
Day Procedures Unit	1	Orthopaedic Clinic	G
Dermatology	1	Outpatients	G
Dental Centre	G	Pharmacy	G
Education Centre	1	Physiotherapy	G
Elective Admissions Unit	G	Renal Unit	G
Estates	G	Rheumatology	G
Eye Theatre	G	Seasons Restaurant	1
Haematology and Oncology Day Unit	G	Solihull Community Services	G
Imaging/X-ray	G	Solihull Locality Hub	G
Main Entrance	G	Urgent Treatment Centre	G
Main Theatres	1	Urology Hub	G
Medical Records	G	Wards	1
Oesophageal Lab	G	Women's Unit	G

Key to symbols

- Bus Stop
- Travel information screen
- Information/Reception
- Car park
- Disabled car park
- Car park pay machine
- Cycle shelter
- Coffee shop/Restaurant



Correct at 8 December 2023

Community Sites/clinics

Balsall Common, 1 Ashley Drive, CV7 7RW, 01676 536850
 Bishop Wilson, Chelmsley Wood, B37 7TR, 0121 770 3228
 Chelmsley Wood Primary Care Centre, Crabtree Drive, B37 5BU,
 0121 329 0100
 Freshfields, Downing Close, B93 0QA, 01564 732841
 Friars Gate, 1011 Stratford Road, Shirley, B90 4BN, 0121 745 9108
 (Staff base only)
 Grove Road, 51 Grove Road, B91 2AQ, 0121 705 3814

Hurst Lane, Hurst Lane North, B36 0EY, 0121 747 2977
 Kingshurst, Marston Drive, B37 6BD, 0121 329 1920
 Land Lane, Marston Green, B37 7DQ, 0121 779 3833
 Meadow Centre, 36 Faulkner Road, Solihull, B92 8SY, 0121 722 8010
 Northbrook, 93 Northbrook Road, B90 3LX, 0121 745 8366
 Shirley, 276 Stratford Road, B90 3AD, 0121 744 2516

Staff Buses

The service should not be used for staff to get to and from work.

There is a shuttle bus service across the following sites:

1. Between QE and Heartlands
2. Between Heartlands and Good Hope
3. Between Heartlands and Solihull

How to book

QEH & Heartlands Hospital Shuttle Bus Service

UHB run a shuttle bus service between QEHB and Heartlands Hospital, operating Monday - Friday. The place on the bus must be booked a minimum of 24 hours prior to travel via shuttlebusbookingservice@uhb.nhs

Heartlands, Good Hope & Solihull Hospital Shuttle Bus Service

Shuttle Buses between Heartlands, Good Hope and Solihull no longer need to be booked - these are on a first come, first served basis.

Once you have joined the Trust, you will be able to view the shuttle bus schedules on the intranet - [Shuttle Bus Timetable](#)

Departure/Arrival Points

- BHH - Main Entrance (Devon House for QE Shuttle)
- GHH - Fothergill Entrance Canopy
- SH - South Entrance (staff car park/stores)

Leisure centres and swimming pools

UHB has its own leisure facility on-site at QEHB. The Morris Centre Club is a light, friendly leisure club for the staff of UHB, partner NHS Trusts and the friends and family of members.

The club offers a complete range of state-of-the-art equipment, a heated 22 metre swimming pool, squash and tennis courts, a multi-use games area, fitness classes and a beauty therapist.

Prices:

Monthly Direct Debit		
Membership	Payment	What's included?
Basic	£6.00 per month	Membership then pay as you go
Gym	£19.50 per month	Unlimited use of the gym
Swim	£25.00 per month	Unlimited use of the pool
Full	£30.00 per month	Unlimited use of gym and pool
Cash options		
Membership	Payment	What's included?
6 months membership	£40.00	Membership then pay as you go
12 months membership	£70.00	Membership then pay as you go
30 day pass	£35.00	Unlimited use of pool/gym

► For more information, please visit: www.morriscentreclub.co.uk or visit <http://uhbhome/Downloads/pdf/MorrisCentreLeaflet.pdf>



Both Birmingham and Solihull have council-run leisure centres, with swimming pools, gyms and exercise classes available.

► For Birmingham: www.birminghamleisure.com



► For Solihull: www.solihull.gov.uk/sports-and-fitness/leisurecentres



Medical apps

Medical apps



BNF: A detailed guide on dosing/side effects/indications of various medications.



Induction: Quick access to all the important internal numbers and bleeps of your primary hospital.



Microguide: Trust guidelines for antibiotic prescription, including choice of second line agents in drug allergies.

NHS abbreviations

► A useful list of NHS abbreviations from NHS Confederation can be found here.



Nursing uniforms

All nursing staff working across the Birmingham and Solihull healthcare system wear the same uniforms to show their job role.


University Hospitals Birmingham
NHS Foundation Trust

Who wears what Nursing uniform

		
Chief Nurse, Director of Nursing, Deputy Chief Nurse, identified band 8C and 8D	Matron	Specialist Nurse, practitioner (Band 6 and above)
		
Site Team Lead, Site Managers, Deputy Site Managers	Band 7	(Band 6)
		
(Band 5)	Nursing associate (Band 4)	Band 4
		
Band 3	Band 2	Apprentices e.g. Trainee Nurse Associate

Staff benefits

Staff working at UHB can take advantage of a number of benefits, such as staff support, meditation and mindfulness sessions and discounted products and services, such as:

- discounts on holidays, travel and activities
- discounted entertainment, including event tickets
- money off at a range of hotels, restaurants and bars

- health, fitness and beauty deals
- save on shopping, with money off from a range of retailers

► Please see the following websites for further details

<https://www.uhb.nhs.uk/uhb-jobs/why-choose-uhb/staff-benefits.htm>



Things to do

► There are so many attractions in and around Birmingham. Here are just a few ideas but you can find more at visitbirmingham.com



Cadbury World

www.cadburyworld.co.uk

A world of chocolate delights and enjoy a fascinating, fun-packed day out at Cadbury World. From learning how your favourite confectionery is made and uncovering the fascinating story of Cadbury chocolate, to playing in chocolate rain and adding your favourite treat to a delicious pot of warm liquid Cadbury Dairy Milk. You'll discover the origins of the cocoa bean amidst trees and waterfalls in the Aztec Jungle, before jumping on board the magical Cadabra ride and visiting the brand new 4D Chocolate Adventure zone, a 4D cinema experience featuring Cadbury's most popular characters. Cadbury World is located in the grounds of the original Cadbury factory, but isn't a tour of the factory itself. Instead, you'll discover the history, the making and the magic of Cadbury confectionery as you journey through our chocolatey zones.

National Sealife Centre

www.visitsealife.com/birmingham/

Dive and be wowed by the many strange, beautiful and fascinating creatures of the deep as you journey through the amazing underwater world of The National SEA LIFE Centre Birmingham. Prepare for astonishing close views of everything from humble starfish to tropical sharks. To get any closer you'll have to get wet!

Thinktank

www.birminghammuseums.org.uk/thinktank

Thinktank is Birmingham's unique and award-winning science museum housed at Millennium Point in the heart of the city. This exciting attraction offers ten galleries of historical artefacts, modern interactives and fantastic futuristic facts. You can explore everything from aircraft and steam engines to intestines and taste buds - and even emotional robots! Thinktank is like nothing you've ever seen before and will stimulate your mind whatever your age.

Cannon Hill Park

www.cannonhillpark.co.uk

Fancy a walk? This park features historic gardens that have been influenced by the gardenesque style of planting, which features exotic plants brought to the British Isles from all parts of the world.

Lickey Hills Country Park

A favourite area for hikers and mountain bikers, this 524-acre park consists of many trees, marshes and trees including a wide variety of wildlife.

West Midlands Safari Park

www.wmsp.co.uk

West Midland Safari Park is home to some of the world's most beautiful and endangered animal species.

Contacts



The Trust's telephone directory is called the rDirectory. It can be found as an icon on the home screen of any UHB desktop.

UHB Accommodation

Email: AccommodationOfficee-mail@uhb.nhs.uk
Phone Number: 0121 424 0678

QEHB Security Office (ID badges)

Email: Security.administrator.uk@equans.com
Phone Number: 0121 415 6337

QEHB

Email: Grant.Moss@uhb.nhs.uk
Mobile Phone Number: 07795 127 083
Internal Phone Number: 16117

Good Hope Hospital (ID badges access)

Email: ghaccesscontrol@heartofengland.nhs.uk
Internal Phone Number: 47777
Phone Number: 0121 424 7777

Heartlands Hospital (ID badges access)

Email: bhaccesscontrol@uhb.nhs.uk

Solihull Hospital (ID badges access)

Email: SOHAccessControl@uhb.nhs.uk

IT (problem with your computer): 0121 371 2199

To contact IT for help please log a request via the Service portal located on the home screen of your UHB desktop or on any device via VPN.

Q-park (QEHB parking) -

Email: qemcpermits@q-park.co.uk
Phone Number: 0121 426 5568

Car Parking (Heartlands, Good Hope and Solihull Hospitals)

Email: car.parking-staff@uhb.nhs.uk
Phone Number: 0121 424 0678

UK Bank Account

A UK local bank account is essential for all the staff. Your salary would be paid directly to the bank account. Your employer (UHB) would need UK bank account number and sort code to pay you.

You are welcome to freely choose your bank of your choice; some of the prominent banks on UK high streets are HSBC, Barclays, NatWest, Royal Bank of Scotland, Halifax, Santander and Lloyds TSB etc. You need to open a current account.

If you are new to the UK and do not yet have a UK bank account, we can help you arrange one. UHB has a partnership with Barclays Bank. Upon arrival in the UK (usually 2-3 weeks prior to official commencement), we will conduct your pre-employment check and pass your details to the Barclays Liaison Manager to set up a personal appointment with a Branch Manager. If this service is required, please advise on acceptance of the post so we can update Barclays on a monthly basis.

Guidance for Bank account set up:

Here's the link which customers can click on which will take them straight to the page to get the App downloaded to start the process:

▶ <https://www.barclays.co.uk/current-accounts/bank-account/#download>



If customers use their passport as ID rather than their UK residence permit as the passport will allow the letter drop process where a letter with a code is sent to their address, the customers then go back onto the app input the code which then confirms their address. The code can take a couple of days to be received but it is the quickest option, then you can go onto finish the account application on the app, meaning no appointment is required.

If the App doesn't allow the letter drop process to verify your address then it will direct you to book an appointment. If you click on the below link and input your postcode, you can book an appointment, usually within a week at Grand Central (B2 4BF):

▶ <https://events.uk.barclays/local/>



If attending an appointment, you will need to take your mobile phone with the reference number, Passport/ID and NHS letters to confirm your address.

Payslip Explained

Introduction To Your ESR Payslip

The introduction of the Electronic Staff Record has resulted in a change to how your payslip will look. The example below (Mr Other who works on Cherry Ward) has been produced to describe what the different areas of the payslip mean. In addition, there is a small table of abbreviations on the back of the document that will help your understanding of some of the items that will appear on your actual payslip.

MR A N OTHER
Surgical - Cherry Ward

Assignment Number:
Uses the first 3 digits of your Employee number. If you have more than one post, these will be indicated by the addition of -02 or -03

Tax & NI Information
Useful information that you may need if you have to contact your tax office for any reason

Incremental Date
Shows the date of your next increment or when you reached the maximum point

Payscale Description
The Payscale that you are currently paid on

Salary/Wage
This box shows the full time salary paid

Standard Hours
The number of hours you are contracted to work.

Salary/Wage
This box shows the actual salary paid. The amount will be pro-rata for part-time staff.

ASSIGNMENT NUMBER 12345678	EMPLOYEE NAME MR A N OTHER	LOCATION DGH
DEPARTMENT CHERRY WARD	JOB TITLE Nurses Band 5 - Cherry Ward	PAYSCALE DESCRIPTION Review Body Band 5
	SAL/WAGE 23208.00	INC. DATE 01 OCT 2005
	STANDARD HRS 19	BY SAL/WAGE 11758.72
TAX OFFICE NAME HM Collector	TAX OFFICE REF 496L CUMUL	NI NUMBER AB123456T

PAY AND ALLOWANCE (-) - NET PAY AMOUNT				DEDUCTIONS (B BENCODITS REFUND)			
DESCRIPTION	WTD/CHARGED	PAID/AVE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	85.05	85.05	11.8689	1021.43	PAYE	201.52	
Basic Pay <i>Ass.</i>				232.48	NI D	103.40	
Bank Holiday EN <i>Ass.</i>				3.27	Pension	91.01	
Night Duty EN	49.50	14.85	11.8689	176.25	Car Park VAT	0.65	
Night Duty EN <i>Ass.</i>				8.34	Car Parking	3.69	
Saturday EN <i>Ass.</i>				9.42	Staff Lottery	1.00	
Sunday EN <i>Ass.</i>				18.57			
Unsocial EN	4.50	1.35	11.8689	16.02			
Unsocial EN <i>Ass.</i>				2.73			
WTD Pay				26.81			
OSP Average Pay <i>Ass.</i>				1.47			

Year to date balances (This employment only)		This Payslip Summary	
GROSS PAY 7638.84	TAXABLE PAY 7180.50	RESPONSIBLE PAY 1516.79	TAXABLE PAY 1425.78
NI LETTER D	TAX PAID 907.50	TAX PERIOD 6	NON-TAXABLE PAY 0.00
NI PAY 7638.84	PREVIOUS TAXABLE PAY 0.00	FREQUENCY Monthly	TOTAL PAYMENTS 1516.79
NI CONTR 482.95	PREVIOUS TAX PAID 0.00	PERIOD END DATE 30 SEP 2005	TOTAL DEDUCTIONS 401.27
RESPONSIBLE PAY 7638.84	RESPONSIBLE CONTR 458.34	PAY DATE 23 SEP 2005	NET PAY 1115.52
GD REF NUMBER	EMPLOYEE NO. 12345678	PAY METHOD BACS	

Pay & Allowances
Monies that you are entitled to receive will be shown here. Payments in addition to Basic Pay will usually relate to the period that you have just worked.

The example here shows allowances paid, but also arrears paid (Arre at the end) following assimilation to Agenda for Change for example.

Year to Date Balances
This area shows totals for income tax (including details from previous employment), national insurance and pension from the beginning of the tax year (April - Week 1 or Month 1), up to and including the current pay period.

This Period Summary
This section provides details relating to your current payment. Totals of payments and deductions are shown together with details about the pay period itself and when you can expect your Net Pay to be paid.

Net Pay
The amount of pay that will be transferred to your bank account.

Deductions
Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here. This example shows a deduction made for entry into the Staff Lottery.

Employee Number:
This is an important identifier and should be quoted in all pay related queries and correspondence you may have.

List of Common Abbreviations Used On the ESR Payslip

Abbreviation	Description
ARRS	Arrears Payment
EN	Enhancement Payment (eg. Unsocial)
OT	Overtime Payment (e.g. Saturday)
NNI	Payment Not Subject to NI Contributions
NP	Non-Pensionable
NT	Payment Not Subject to Income Tax
NW	Payment not subject to Working Time Directive
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
R	Refund
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pay
WTD	Working Time Directive

National Insurance (NI) number

You can apply for a National Insurance number if all of the following are true:

- you live in England, Scotland or Wales
- you entered the UK on a visa that's still valid (and has not been extended in the UK)
- you have the right to work in the UK

Call the National Insurance number application line to ask for an application form.

National Insurance number application line (England, Scotland and Wales)

Telephone: 0800 141 2075

Textphone: 0800 141 2438

You'll need to return the application form along with your proof of identity and your right to work or study in the UK. You'll be told which documents you can use as proof when you get your application form.

After you apply, it can take up to 8 weeks to get your National Insurance number. You will not need to have a face-to-face interview at the moment because of coronavirus (COVID-19). More information on <https://www.gov.uk/apply-national-insurance-number>

Junior Specialist Doctors Team



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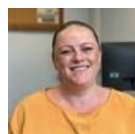
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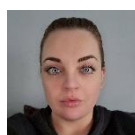
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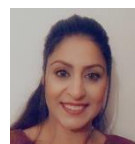
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Terms and Conditions of Service

- This post is subject to the UHB Terms and Conditions of Service for Junior Specialist Doctors (this is amended from time-to-time).
- All appointments are subject to NHS pre-employment clearances including health, ID and Disclosure and Barring Service (DBS) checks.
- All doctors must have full registration with the GMC, and any lapse will result in employment being terminated.
- All doctors must reside within a reasonable distance from the hospital in order to respond appropriately to emergencies or if providing out-of-ours cover.
- There will be a three month probationary period and all doctors must pass this before the contract is confirmed for the period identified. The notice period and disciplinary process do not apply during the probation period.
- Pay is set at specified nodal points to reflect levels of responsibility, with enhancements and allowances for additional hours, night working and weekend working.
- JSDs must offer first call on their spare time to the Trust and may not undertake work or locums for any other employer/agency without the permission of the Trust.
- All doctors are subject to the Policies and Procedures of the Trust and must familiarise themselves with those documents which can be found on the Trust Intranet.

Additional Duties

The post holder accepts that they will also perform additional duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, the Trust considers this to be within a period of 72 hours prior to the duties required.

Confidentiality

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business. This is covered in the Trust's mandatory training under

