



**Blackpool Teaching
Hospitals**

NHS Foundation Trust

WELCOME



Caring • Safe • Respectful

Meet the Undergraduate Team

We have an open door policy so please pop by any time



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Signing In Before & After Placement



You are required to sign in every morning on arrival and sign out after leaving placement

The attendance registering iPads are located on the wall opposite the Undergraduate Office

You have 24 hour access to the Education Centre using your Trust ID Badge - this means you can access the Centre and the Library at any time

If you are working a night or late shift and require chaperoning to your accommodation, please contact Hospital Security Team on 01253 (9)53063 or bleep 1728 who will be happy to assist you

Absence Reporting

By signing in on arrival you are confirming that you will be attending all timetabled sessions. You are expected to arrive promptly for all sessions

If for any reason, you are absent from any of your timetabled sessions, you must inform the following:

Placement Supervisor

Medical School

Undergraduate Team bfwh.undergraduate.education@nhs.net

Failure to do so will warrant an unauthorised absence and may lead to a professionalism form

Whilst on Placement

Trust ID Badges and uniforms must be worn **at all times whilst on placement** to enable you to be identified.

Whilst wearing the uniform, the following Trust Uniform Policy must be adhered to:

Bare below elbow: No hand or wrist jewellery ie, watches, bracelets, wristbands

Rings: No rings with stones (one white or yellow plain metal band is permitted)

Earrings: No earrings other than one small plain ball stud (no stones)

Neck chains: No neck chains unless for religious purposes (must be worn under the uniform)

Hair: Long hair must be tied back and off the collar. Hair ties must be dark in colour and not contain stones

Nails: No artificial, acrylic or gel nails or nail varnish

Lashes: No false eyelashes

Footwear: Must be a full shoe, plain and clean

Tattoos: Any considered offensive or likely to cause upset to patients, carers, visitors or staff must be covered at all times

Fit Mask Testing

All employees/students joining the Trust are required to undertake a Fit Mask Test

You will be advised of your appointment at Induction by the Undergraduate Team

Prior to your appointment please refrain from eating and drinking 30 minutes beforehand

You must also be clean shaven

If you do not wish to shave, the Fit Team can discuss alternative arrangements with you at your appointment

If you have previously been Fit Tested please take your certificate to your appointment and they will advise accordingly

The Fit Testing Team are based in the portacabins on the **Occupational Health** rear car park

Information Governance

For Information Governance Assurance purposes, the Trust is required to monitor employee/student understanding of their responsibilities relating to Confidentiality.

The Confidentiality Code of Conduct Policy informs staff of the need and reasons for keeping information confidential. As such, protecting our patients' confidentiality is the responsibility of all employees/students.

As students you will have completed the training required at the Medical School and understand the Confidentiality Code of Conduct Policy.

Here at the Trust, you will be required to sign a Data Protection & Confidentiality Code of Conduct declaration at Induction which will be kept on your personal file in the Undergraduate Office and retained by the Undergraduate Team.

Common Room

All medical students have access to the Common Room with the availability of:

**microwave
cutlery & plates**

**fridge
computers & TV**

**kettle
lockers (deposit required)**

Door code to the building: C1974

Door code to the room: C1962

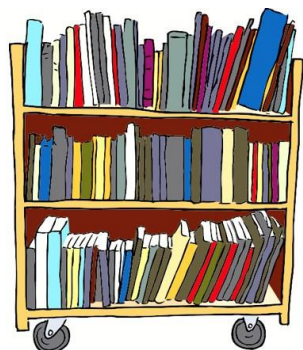
You will require your Trust ID Badge to gain access to the corridor once inside the building

(Do not share these codes with anyone else)

The Common Room is situated in the Speech and Language Building (next to the Nursery)

Please look after this area and ensure it remains tidy and secure at all times

Library



The Library is situated in the Education Centre. Your Trust ID badge will allow you 24 hour access.

You are welcome to use the computers within or take your own device.

The Library is staffed between 8.30am and 4.00pm.

If you wish to loan out books, please join the Library **using this QR code.**



What's on?

Open evenings with Julie Summers, Undergraduate Manager

Every Monday 5-6pm – please pop along if you have any concerns or queries

Out of Hours Teaching

On Teams & Face to Face – invitations will be e-mailed

Things to do – Blackpool & Trust Communications

Information will be sent from the Undergraduate Team on events around Blackpool and Trust updates which you may be interested in

**We hope you enjoy your time on placement with us at
Blackpool.**

**We have an open door policy so please don't hesitate to
contact us in the Undergraduate Office if you have any
concerns, questions or just to say hello.**

We are here to support you.

