



Student Information

St Richard's Hospital, Chichester

***JOINING INFORMATION FOR MEDICAL
STUDENTS***

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1. ARRIVAL

Please arrive during the Sunday preceding your attachment. Although there is no Accommodation Officer on duty, your keys may be collected from the Main Hospital Reception Desk.

2. REPORTING INSTRUCTIONS

An information pack containing a timetable will be left with your keys at the Main Reception Desk. Please report at 8.30 a.m. on your first day to Pauline Price, Student Liaison Officer, located on the ground floor of the Medical Education Centre.

3. DRESS

White coats are available from the Linen Room between 8 a.m. and 9 a.m.

4. MEALS

The Main Dining Room provides:

Lunch	from 12.00 p.m.- 2.00 p.m.
Supper	from 6.00 p.m. - 7.30 p.m.
Takeaways	from 7.30 p.m. - 7.45 p.m.

Lunch is served in the Medical Education Centre from 12.30 p.m. to 2.00p.m. on weekdays. (Subject to holiday closures - check with the Centre)

There are other on- site catering facilities - a list will be provided on arrival.

5. MEDICAL EDUCATION CENTRE

The Chichester Postgraduate Medical Centre Trust was established in 1964 and is a registered charity. The original Centre was one of the first to be built in the country and was opened by Sir George Pickering, Regius

Professor of Medicine, Oxford, in April 1966. Over the years the Centre has undergone phased redevelopment work. The latest phase was completed in March 1991 and the building is now named the Chichester Medical Education Centre. (CMEC)

The activities of the Centre are aimed at keeping all branches of Medicine and Dentistry abreast of the rapid advances in these various disciplines. The Centre holds regular meetings, seminars, tutorials and lectures for Senior and Junior Hospital Medical staff, General Practitioners in Medicine and Dentistry and other health service staff. Notices of daily events are displayed in the Centre and the Doctors Mess, with more detailed programmes available from the Centre itself.

The Centre staff will be willing to assist you. They are:

Dr Graeme Dewhurst	Clinical Tutor / Sub - Dean
Mr Philip Britton	Sub - Dean
Bebba Smithers	Centre Manager
Mr David Macpherson	Dental Tutor
Pauline Price	Student Liaison
Richard Ely	IT Medical Education Trainer

Please do not hesitate to contact them if you have any problems, queries or require further information.

6. DUNHILL LIBRARY

Chichester Health Libraries is one of the largest non-university health information resources on the south coast. Nearly 200 journal subscriptions are maintained, accompanied by just under 10,000 text books. The library's computer network provides access to full Medline, local and regional bibliographic databases and the Cochrane Library and there are internet and online links to other resources.

An Open Learning Centre has been developed to provide facilities for computer assisted and video based learning packages.

Services and stock for medical students include the following:

- multiple copies of undergraduate - level text books
- range of core texts for Trust specialties
- Index-Medicus search facilities
- self-service photocopying
- developing range of CD-based texts and atlases
- word processing facilities
- an internet connection which students can use to access their e-mail.

Opening Times		Head of Library Services
		Mike Roddham
Monday	10a.m. to 6 p.m.	
Tuesday	9 a.m. to 5 p.m.	
Wednesday	9 a.m. to 6 p.m.	
Thursday	9 a.m. to 5 p.m.	
Friday	9 a.m. to 5 p.m.	

Out of hours entry is available via the swipe card system.

Students may borrow up to six books to take out of the library.

7. INFORMATION TECHNOLOGY

CMEC has an IT Trainer - services for medical students include:

- Basic computer introductions
- Microsoft Office XP
- Internet related applications
- PowerPoint presentations
- Scanning images and text
- Using digital cameras and image manipulation
- Statistical analysis software
- Flowchart creation software
- Touch typing software
- Various Computer Assisted Learning Programs covering Medical, Dental and Information Technology

The computer room is open throughout the day and from 6.30 p.m. to 10 p.m. out of hours access can be gained by using the swipe card on the back of the ID badge issued by the Student Liaison Officer. Please make yourself known to Richard so that he can introduce you to the setup of the Medical Education Computer Room.

CMEC is an accredited ECDL Test Centre and Richard can arrange for you to be enrolled on the course, set you up with training material and assessments. Please speak to Richard for more information.

8. OCCUPATIONAL HEALTH

The Occupational Health Department at St Richard's require all medical students to complete a Declaration of Health Form. The form and instructions are with the information booklet in the Main Hospital Reception. Students on attachment to A&E, O&G, Surgery, Anaesthetics and Orthopaedics need to bring their Pathology report with them to enable the Occupational Health Department to give them EPP clearance.

9. TELEPHONES

There are pay phones around the Hospital campus. *Please do not use Hospital telephones for private calls.*

10. ID/SWIPE BADGES

All staff at St Richard's are required to wear an ID badge, which should be clearly visible at all times.

The badge (issued by Pauline Price) also acts as a swipe card to gain access to the rear entrance of the new hospital building opposite the Goldsmith Centre. **A deposit of £30 will be collected for this badge. Please make cheques payable to St Richard's Hospital.**

A lost swipe card must be reported immediately to Pauline Price so that the number can be removed from the memory of the lock to prevent unauthorised access.

11. CAR PARKING PERMITS

Staff are requested to park only in areas designated for permit holders only. Permits are available from Pauline Price.

12. BLEEPS

Bleeps are available from the switch board located on the ground floor of the hospital close to the Outpatients Department entrance. If you borrow a bleep then it is your responsibility to return it personally at the end of your attachment. Please do not lend your bleep to anybody else. The cost of replacing a lost bleep is approximately £200 and it would be your responsibility! Please be careful.

To contact a bleep holder direct via the Hospital Bleep system:

1. Lift the handset
2. Dial 86 - a brief ringing tone will be received followed by the continuous tone
3. Dial the bleep number followed by the extension number you wish the bleep holder to ring
4. Press # for the broken tone
5. WAIT for the broken tone
6. Replace handset.

13. STUDENT ACCOMMODATION

Student accommodation is provided in the Leslie Goldsmith Centre on the St Richard's campus and in a house close to the hospital entrance. To enable us to maintain them both in excellent condition we ask you to treat the buildings and contents with care. With this in mind please do not pin or sellotape anything to the walls or woodwork. Please ensure that all electrical equipment is switched off after use.

The Centre, opened in 1994, is a two-storey building with 21 study bedrooms, bathrooms, kitchen facilities and a laundry room. An extension is currently being constructed, when completed an additional two study bedrooms and an out of hours teaching/communal room for students will be available. The building also houses the Doctors Mess. As Medical students you are welcome to use the Doctors Mess, however, the food, equipment and utensils in the Mess kitchen are for the use of Doctors only.

The house, in Spitalfield Lane, is fully furnished and has 4 bedrooms and a shared kitchen living room and bathroom. Planning permission for an extra two rooms is currently being sought but no date for building has yet been agreed.

All accommodation is provided with bedding and a hand towel, which is changed once a week.

At certain times of the year extra accommodation is required and rooms are rented from a local Housing Society. The rooms are generally located in Pinewood House about half a mile from the main hospital site.

14. DEPARTURE

Please remember to take all spare food with you and to ensure that you have not left behind dirty crockery, pans etc. as it is not the duty of the cleaners to wash up after you. Ensure that all cupboards and drawers are empty.

If, you have to leave the hospital before the end of your attachment then please inform Pauline Price.

Students staying in the Goldsmith Centre and extra rented rooms

We ask you to vacate your room by 9 a.m. on the Saturday morning upon completion of your attachment to enable the cleaner to prepare it for the arrival of the next occupant on the Sunday.

Students staying in the house in Spitalfield Lane

We ask you to vacate your bedroom by mid-day on the final Friday of your attachment to allow the cleaner to prepare it for the next occupant. You may leave your packed cases in the living room for collection at the end of the day.

Please *personally* return your key to the Main Reception Desk.

CMEC staff hope that your stay at St Richard's is both pleasant and educational
