

Dear Colleague

On behalf of the Senior Management and Clinical trainers of the South Eastern Trust we would like to take this opportunity to welcome you to your new clinical training position. You will have an opportunity to gain excellent practical clinical experience in all of our units, and this has been complemented with the opening of the new Education Suite on the Ulster Hospital site where there are modern facilities to help reinforce the clinical training you will receive during your time with us.

It is appreciated that when a trainee doctor commences a new organisation, they both receive and are advised where they can access an essential but also an enormous volume of information. Therefore, the purpose of this letter is to provide a brief overview of key individuals within the organisation and some important links to valuable resources.

The following individuals are all available of the Trust internal email system.

Position	Name
Chief Executive	Mr Hugh McCaughey
Medical Director (& Consultant in Emergency Medicine)	Mr Charlie Martyn
Senior Manager – Office of the Medical Director	Mr Bob Magill
Medical Human Resources (with responsibility for Junior Doctor working patterns)	Mrs Tracey Clarke
Medical Human Resources – Senior HR Officer	Mr Paul Millar
Director of Medical Education (& Consultant in Anaesthesia)	Dr Craig Renfrew
Educational Lead – Lagan Valley Hospital (& Consultant in Elderly Care)	Dr Rosemary Kelly
Educational Lead – Downe Hospital (& Consultant in General Medicine)	Dr Cathal Foy
Foundation Programme Director – Ulster Hospital (& Consultant Microbiologist)	Dr Ciaran O’Gorman
Postgraduate Secretary	Ms Jayne Anderson

Training & Educational Resources

Educational resources are available 24 hours per day using the following icons on the Intranet front page

Up-to-Date  and HONNI 

Up-to-Date is accessible to all but HONNI requires your only personal log-in. If you require any further information regarding these please contact the Medical Education Office ext 89398.


All trainees will have a designated Named Educational Supervisor and a Named Clinical Supervisor. If you are unsure who your allocated trainer is, or experience difficulties accessing the aforementioned training resources, please contact Jayne Anderson in the Postgraduate Office, Ulster Hospital ext 89398

Employment & Contractual

Should you wish to discuss issues relating to your working patterns or alternatively the terms of your employment, please contact Mr Bob Magill, Mrs Tracey Clarke or Mr Paul Millar respectively.

Patient Safety

Patient Safety is at the core of all that we do – if you have concerns please raise them with Consultant Supervisors, Clinical Supervisors, Education Supervisors in the first instance. If you feel that you cannot speak with them you may of course contact myself via email or phone, any of the Clinical Directors, or the Medical Directors Office. We would prefer to hear about potential problems early! You may also use the 'Raising Concerns' system which is available on the intranet. You can do this by

clicking on the  icon, where you can raise any issues anonymously if you wish.

In clinical practice errors do occur and it is important that they are dealt with in an open way. The NPSA have produced a document called '*Medical Error. What to do if things go wrong: a guide for junior doctors*' and I would strongly recommend that you take time to read this if you have not already done so.

This document can be accessed at:

<http://www.nrls.npsa.nhs.uk/resources/?entryid45=74246>

Induction, Policies & Procedures

All trainees will receive an induction within their clinical training unit, and be issued with relevant guidelines etc. However due to time constraints, it is not always possible to cover everything at the Induction. It is therefore important that trainees access the 'Trust's Policies and Guidelines' through the appropriate section on the Trusts intranet.

Consent

Doctors in training must take consent only for procedures appropriate for their level of competence. The GMC guidance on consent can be found at:

http://www.gmc-uk.org/guidance/ethical_guidance/consent_guidance_index.asp

The Trust's policy for consent based on regional guidance can be accessed at:

<http://iconnect/Policy Documents/SETPtCtCare192017.pdf>

If you have any concerns regarding consent please raise this with your Clinical Supervisor at the earliest opportunity.

Death Certification and the Regional Mortality and Morbidity Review System

All doctors must be aware of the system used for the recording and reviewing of hospital deaths. To assist with this, a short presentation is available within the Junior Doctors section on the I-Connect site. Please use the following link:

<http://iconnect/MedicalDirectorate/ResponsibleOfficer/Pages/Junior-Doctors.aspx>

In conclusion, please be reassured that if for any reason you encounter difficulties or have concerns, the Trust encourages a culture within which you should feel comfortable to raise these at your earliest opportunity.

We hope that you enjoy your time training within the Trust, and find it beneficial as part of your on-going career.

Regards



Mr CJ Martyn

Medical Director



Dr C Renfrew

Director of Medical Education