



**RESIDENTIAL ACCOMODATION – DOCTOR BOOKING FORM**

<b>THIS SECTION TO BE COMPLETED BY REQUESTING INDIVIDUAL</b>		
Title:	Full name:	Gender:
Current Address:		
Date Facility is Required:		Departure date:
Name of Line Manager:	Budget Code:	
Contact Tel (Day):	Work Ext. No.:	
Email Address:		

<b>DEPARTMENT – please tick as appropriate</b>				
Cardiology	Orthopaedics	ENT	Ophthalmology	Urology
A&E	Medicine	Other, please specify:		
<b>PLEASE TICK ROOM REQUIRED</b>				
On Call	Consecutive Nights	Rest Room		

**ON CALL ROOMS**

These rooms are for Doctors covering a 24-hour shift.

**CONSECUTIVE NIGHTS ROOMS**

Only for those who live outside of a 40-minute travel time to the hospital. You must vacate the room after your last night shift.

**REST ROOMS**

The rest room facility has been provided for Doctors undertaking their night rotation for a period of rest if required after working a night shift. This enables individuals to rest to enable a safe journey home or to prepare them for the next night shift.

Staff who have requested a rest room for the duration of their night rotation period will be allocated keys for the period of the consecutive nights and are to vacate and return keys at 2pm on the day following their last night shift (unless an extension to stay has been requested and a £20 charge will be applied).

All rest rooms following night shifts are available free of charge up to 2pm on the day following the night shift. If the room is required after 2pm and the individual lives within a 40-minute travel time, a £30 charge will be applied.

If an individual lives outside of a 40-minute travel time, no charge will be applied.

For individuals who live outside of a 40-minute travel time, the room is only free up until 2pm on the day following their last night shift. After this time, a charge of £30 will be applied.

**ALL BOOKINGS MUST BE MADE VIA THE ACCOMODATION OFFICE ON BOTH SITES.  
PLEASE BE AWARE THAT ROOMS ARE LIMITED ON BOTH SITES.**