



INTEGRATED
EDUCATION

MEDICAL
EDUCATION

NHS

East Sussex Healthcare
NHS Trust

Medical Student Handbook



KING'S
College
LONDON



brighton and sussex
medical school

Contents

Welcome to East Sussex Healthcare NHS Trust	3
Being Professional on Your Placement	3
The Importance of being Punctual	4
Hospital Etiquette	4
Problems? Concerns? Frustrated? Worries? Questions?	4
Undergraduate Leads	5
Undergraduate Admin Team	5
Educational Fellows	7
Knowledge and Library Services	8
Wifi	10
EOLAS	10
Revising for Final Exams?	11
Faith Centre and Multi-Faith Prayer Rooms	11
Pastoral Care	11
Harassment and Discrimination	12
Freedom to Speak Up Guardians (esht.nhs.uk)	13
Accommodation for Eastbourne Students	16
BSMS Travel Policy	17
Public Transport	17
Surgery at Conquest Hospital	18
Trauma and Orthopaedics at Conquest Hospital	18
Drugs	20
Eastbourne Hospital Map	22
Wards at Eastbourne DGH	23
Wards at Conquest	23
Car Parking Slip	24
Leaving ESHT	25
QR Code	26

This booklet can also be found online:

www.esht.nhs.uk/medical-education/programmes/medical-students/

Welcome to East Sussex Healthcare NHS Trust

Dear Medical Student

On behalf of East Sussex Healthcare, we extend a very warm welcome to you all.

We will do all that we can to make your stay enjoyable, educational and productive during your time with us at East Sussex Healthcare NHS Trust. The Trust provides services from two acute hospitals, Eastbourne District General Hospital and Conquest Hospital in Hastings.

Please make sure you read and understand the following:

Being Professional on Your Placement



1. Always introduce yourself to patients, let them know your name and that you are a medical student. Make sure the patient does not object to you being present.
2. Always wear your Medical School's ID badge along with our Medical Student Swipe card, making sure it is clearly visible.
3. Dress cleanly and smartly.
4. Arrive on time each day and do not leave your placement early unless you have agreed this with your supervisor.
5. Attend teaching sessions if they're offered.
6. Make sure you know who is responsible for directly supervising you on your placement and on the ward/clinic.
7. Make sure you know how to raise any concerns by speaking to your supervisor, your education fellow, the medical education team or one of our pastoral fellows.
8. Return your Swipe Card to the admin office at the end of your placement and your keys to the accommodation officer on or before the agreed departure time.
9. The first time in an unfamiliar location, please familiarise yourselves with emergency exits. Be familiar with the Emergency Procedures and FIRE Information on Page 17.
10. **Social Media:** We follow [GMC guidelines](#) (<https://www.gmc-uk.org/-/media/gmc-site/ethical-guidance/mdg-2023/using-social-media-as-a-medical-professional-english.pdf>) Please read and be aware of these guidelines. If there is anything you are unsure of, please ask us.
11. As a future doctor, you have a duty to follow the GMC's medical student guidance in [Good Medical Practice](#)

The Importance of being Punctual



Please do not be late for any teaching event.

Please respect our consultants, doctors and other teaching professionals by arriving on time. Ideally, at least 5 minutes beforehand which will allow you time to settle into the classroom.

Arriving on time reduces your stress, shows you are organised and serious about your learning. It also shows respect for the tutors, their roles and responsibilities and who often sacrifice their time with patients to teach you valuable, new skills.

Make punctuality a priority.

Thank you!

Hospital Etiquette

Your studies will bring you into contact with patients and members of the public, who can be physically and emotionally vulnerable. We expect you to understand that there is a difference in the standard of behaviour expected of students at ESHT that bring them into contact with patients, the public and other NHS Trust staff.

Specifically, your behaviour at all times, both in the clinical environment and outside of your studies, must justify the confidence that patients and the public place in you as a future doctor. Please act professionally at all times while on Trust premises. Further guidance can be found here: [Good Medical Practice](#)

Thank you.

Problems? Concerns? Frustrated? Worries? Questions?

Do not wait until the end of your placement before highlighting any problems. We are here to help.

Contact your programmer administrator, the education fellows, your consultant, your pastoral fellow or any member of the Medical Education Team to discuss any concerns you may have, no matter how small you may think it is.

We are here to help and to make sure you get the learning experience you deserve.

So let's talk! 😊

Undergraduate Leads

Role	Eastbourne	Conquest Hospital
KCL Senior Education Supervisor	Dr S Berliti stefano.berliti@nhs.net	
KCL Sub Dean	Dr John Somarib johnsomarib@nhs.net	Dr Chris Scanlan cscanlan@nhs.net
KCL Acute Care Block Lead:	Mr Mohammed QURAISHI mohammed.quraishi1@nhs.net	Dr S Berliti stefano.berliti@nhs.net Mr Y El-Dhuwaib yesar.el-dhuwaib@nhs.net
KCL LTC Block Lead:	Dr R Nahas rannienahas@nhs.net	Dr T Christopherson thereza.christopherson1@nhs.net
BSMS UG Lead Cross Site		Prof U Dashora u.dashora@nhs.net
BSMS Year 5 Lead	Dr N Sargent nigel.sargent@nhs.net	Dr S Berliti stefano.berliti@nhs.net
BSMS Year 3 Lead	Dr A Elzein abier.elzeim@nhs.net	Dr Ariful Islam ariful.islam@nhs.net
BSMS Year 4 Lead		Miss M Nair mininair@nhs.net

Undergraduate Admin Team

Role	Eastbourne & Conquest Hospital	
Programme Leader	Luisa Tomasetti Luisa.tomasetti@nhs.net	
Role	Eastbourne	Conquest Hospital
Programme Administrator KCL Year 5	Angela Geoghegan a.geoghegan@nhs.net	Mauricio Lomba mauricio.lomba@nhs.net
Programme Administrator Year 3 BSMS	Angela Geoghegan a.geoghegan@nhs.net	Julie Deeprose julie.deeprose@nhs.net
Programme Administrator Year 4 BSMS	Vicky Parslow v.parslow@nhs.net	Mauricio Lomba mauricio.lomba@nhs.net
Programme Administrator Year 5 BSMS	Vicky Parslow v.parslow@nhs.net	Julie Deeprose Julie.deeprose@nhs.net

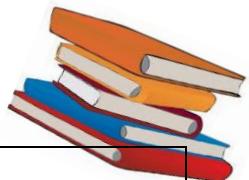
Consultants

Eastbourne DGH	Conquest, Hastings
Medicine Consultants	
<u>Cardiology</u> Prof N Patel Dr H Patel	<u>Cardiology</u> Dr Kaylar Dr Dickinson
<u>Respiratory</u> Dr James Wilkinson Dr Ashutosh Sharma Dr Shomaila Awan Dr Sujith Pathirathne	<u>Respiratory</u> Dr S Merritt Dr O Kankam Dr T Christopherson Dr T Nakos Dr R Reddy
<u>Gastroenterology</u> Dr D Neal Dr A Jeevagan Dr D. Sebastian Dr I Masoodi	<u>Gastroenterology</u> Dr M Whitehead Dr S Fong Dr A Zubir Dr F Cuison
<u>Endocrinology</u> Dr S Ahmad Dr D Till	<u>Diabetes & Endocrinology</u> Prof U Dashora Dr S Kumar
<u>Rheumatology:</u> Dr S Panthakalam	<u>MAU/ AAU</u> Dr S Berliti Dr V Clarke
<u>Haematology:</u> Dr J Newman Dr N Sargent Dr A Elzein	
<u>AMU</u> Dr J Almaraz Dr S Elrokh Dr A Youssef	
ITU/ICU	
<u>Dr Chris Scanlan</u>	
Janna Horton (Admin)	
Sue Pooley (Admin @ EDGH)	
Obs & Gynae Consultants	
	Miss M Nair
Paediatric Consultants	
Dr G Gopal	Dr J Pai
Emergency Medicine Consultants	
Mr U Shanker Mr S Shubber Dr S Habeeb	Dr P Cornelius Dr D Vidler Mr G Youssef

General Surgery Consultants	
N/A	Mr A Aldridge Mr J Buchanan Miss I Donnellan Mr Y El-Dhuiwaib Mr M Klimovskij Mr R Harshen Mr M Miller Miss A Morris Miss E Shah
<u>Urology</u> Mr M Quraishi	
<u>ENT</u> Mr Kesse	
	<u>Trauma & Orthopaedics</u> Mr Thiagaraj Mr S Selmon
Care of Elderly Consultants	
Dr C Biyanwila (Stroke) Dr M Fonseka Dr R Nahas Dr A Nahhas Dr H Alexander	Dr J Rahmani Dr H McIntyre Dr E Mucci Dr Tin Tin Win

Educational Fellows

Name	Department	Site	NHS email
Dr Sadia Afrose	Emergency Medicine	Conquest	sadia.afrose@nhs.net
Dr Aparna Senjuti	Emergency Medicine	Conquest	aparna.senjuti@nhs.net
Dr Basma Taher	Emergency Medicine	Conquest	basma.taher@nhs.net
Dr Beth Asante	Palliative Medicine	Conquest	beth.asante1@nhs.net
Dr Sabrina Rahman	Rotational Medicine	Conquest	sabrina.rahman@nhs.net
Dr Mishma Mehzabeen	Rotational Medicine	Conquest	mehzabeen.mishma@nhs.net
Dr Ibrahim Elsherbini	Surgery	Conquest	i.elsherbini@nhs.net
Dr Catherine Bent	Surgery	Conquest	catherine.bent2@nhs.net
Dr Maddie Runagall	Simulation	Cross-site	maddie.runagall@nhs.net
Dr Rossul Al Bahadili	Emergency Medicine	EDGH	rossul.al-bahadili@nhs.net
Dr Jacob Smith	Emergency Medicine	EDGH (BSMS YR 3)	Jacob.Smith8@nhs.net
Dr Hani Khaldi	Acute Medicine/SDEC	EDGH	hani.khaldi@nhs.net
Dr Charlotte Rooks	Emergency Medicine	EDGH (KCL ACB)	charlotte.rooks@nhs.net
Dr Ami Davies	Rheumatology	EDGH	ami.davies1@nhs.net
Dr Kashmira Jeeva	Frailty	EDGH (KCL LTC)	kashmira.jeeva1@nhs.net
Dr Manali Prabhakar Sankhe	Frailty	EDGH	manali.sankhe@nhs.net
Dr Tom Nicholls	Palliative Care	EDGH (BSMS YR 3)	thomas.nicholls4@nhs.net



	Conquest Hospital	EDGH
Contact Details	Tel: 0300 131 4500 ex 770493 Email: esht.libraryservices@nhs.net	Tel: 0300 131 4500 ex 770393 Email: esht.libraryservices@nhs.net
Opening Hours	Staffed Monday – Friday 8.30am – 5pm 24 hour access using your Trust swipe card	
Printing & Photocopying	Up to 50 A4 copies per week free, then 5p per sheet. Scanner available. See below “how to print and scan”.	
Resources	<p><u>OPENATHENS</u></p> <p>Register for an <u>OPENATHENS</u> Account Where you can access a range of online resources. For many of our online resources you'll need an NHS OpenAthens username and password.</p> <p>If you already have an OpenAthens account but can't remember your details please contact the library for help.</p> <p>Visit <u>MYATHENS</u> to explore:</p>	
		
		
	<p>Search the <u>Library Catalogue</u></p>	
		
	<p>Or search the <u>NHS Knowledge and Library Hub</u></p> <p>You can also request full-text articles from the library. You can also find links to various databases e.g. Medline PsycINFO PubMed</p>	
		

Sign up to browse and search for journals in [**Browzine**](#)



Other Resources:

BMJ Best Practice:



BMJ Case Reports:



**Comorbidities Manager
(On BMA Best Practice)**



UpToDate:



Access e-learning modules on
[**E-Learning for Healthcare**](#)



- [Anatomy TV](#) – a 3D look at human anatomy, this interactive resource includes 3D models that can be rotated and you can also strip away layers of anatomical detail
- Visit the library [website](#) for more information.

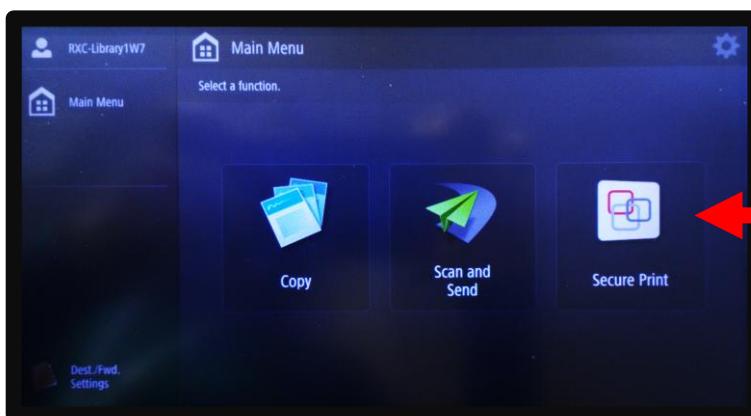
How to print and scan

You may use the printer in the library for photocopying, scanning and printing. First, you need to have logged into the PC with your personal login, then to print:

Select RXC_SECURE_4 on RXCRPS04 printer:

-  **RXC_SECURE_4 on RXCRPS04**
Ready: 589 documents waiting
-  **RXC_SECURE_5 on RXCRPS05**
Ready: 230 documents waiting
-  **RXC_SECURE_6 on RXCRPS06**
Ready: 146 documents waiting

- **Click Print**
- **Visit the MFD Printer outside the library office**
- **Select 'AD login' from the screen to login using just Trust PC login details**
- **Select Secure Print**



- **Click on the document**
- **Click Print + Keep or Print + Delete**

To Scan:

- **Select Scan and send**
- **Click Send to myself**
- **Press Start**

To Copy:

- **Select Copy**
- **Press Start**

Tap Log Out

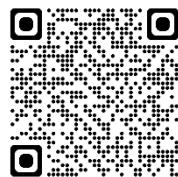
Wifi

Sign into NHS WiFi using your NHS Email address. When using an NHS Email address will not have to sign up again for 365 days. **Please connect as Staff and not as Guest.**

Note: This is per device.

EOLAS

Download the EOLAS App via your Smart Phone for **Medical Knowledge at the point of care**.



Revising for Final Exams?

The BMJ website allows you to download up to 10 questions per day. Or for a small fee, you can have unlimited access to exam questions. [Medical Student Finals – BMJ OnExamination](#)

Faith Centre and Multi-Faith Prayer Rooms

Eastbourne DGH Chaplaincy Office

Ext: 735472
Tel: 0300 131 5472
3rd floor, purple zone EDGH

Conquest Hospital Chaplaincy Office

Ext: 735308
Tel: 0300 131 5308
2nd Floor Conquest



Pastoral Care

Our Pastoral Fellows (Paul Gosling at Eastbourne DGH and Jolie Wilkinson at Hastings Conquest Hospital) are the first point of call for Pastoral Care for Medical Students.

Paul Gosling	Jolie Wilkinson
- paul.gosling@nhs.net	- Jolie.wilkinson@nhs.net
- 07971798192	

You may also contact “**Care First**” who offer a confidential, impartial advice and support 24 hours a day 365 days a year. They are free to access and through Care First you can contact a number of different services.

www.carefirst-lifestyle.co.uk

Harassment and Discrimination

We do not tolerate any discrimination or harassment in our hospitals or in our local communities.

If you have experienced any incident, no matter how small, please reach out to us. A small incident could easily grow into something more serious. Your first point of call is our pastoral fellows (see above). **To report a hate crime, contact Sussex Police on 101.**

Other useful contacts:

ESHT Disability Network:	esht.disability@nhs.net
ESHT Multicultural Network:	esht.multiculturalstaffnetwork@nhs.net
Faith and Belief Network:	esht.faithandbelief@nhs.net
LGBTQI+ Network:	esht.lgbtqi@nhs.net
ESHT Disability Network:	esht.disability@nhs.net

The Undergraduate Team, the Sub Dean or Undergraduate Administrator are also available and will treat your information with complete confidentiality.

Unfortunately, there may be occasions where an issue may have to be reported back to your medical school. In most cases this will be with your permission but there are some specific instances where confidentiality cannot be observed.

BSMS Students

You can contact the BSMS Student Support Team via email, phone and via MSTeams.

More information and contact details can be found here:

https://studentcentral.brighton.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=3450309_1&course_id=78820_1&mode=reset

KCL Students

FoLSM Student Support now has one mailbox. The email address that you should now use for all student support queries/referrals regardless of programme of study is

folsmstudentsupport@kcl.ac.uk<mailto:folsmstudentsupport@kcl.ac.uk>.

<https://www.kcl.ac.uk/study-at-kings/student-services>

Freedom to Speak Up Guardians (esht.nhs.uk)



Guardians are appointed in every NHS Trust and act independently and impartially to provide advice and support staff at any stage of raising a concern.

The easiest way to get your concern resolved will be to raise it with your line manager. If you feel unable to raise your concerns through your reporting lines you can raise concerns with your Freedom to Speak up Guardians. The Trust has two Freedom to Speak Up Guardians:

Ruth Agg Mob: 07920 087059

Dominique Holliman Mob: 07812 494704

Email: esh-tr.speakupatESHT@nhs.net

When things go wrong, we need to make sure that lessons are learnt and things are improved. If we think something might go wrong, it's important that we all feel able to speak up to stop potential harm. Even when things are good, but could be even better, we should feel able to say something and be confident that our suggestion will be used as an opportunity for improvement and learning. We are committed to listening to staff and want to make speaking up 'business as usual' for everyone.

Fostering a culture of openness and psychological safety where everyone can feel confident and safe to speak up is critical. We know that the main barriers to speaking up are fear and futility. Fear of what might happen if you speak up; or a belief that nothing will be done if you do. We want to reassure all our colleagues that you will be listened to if you raise a concern.

We have several policies on Safeguarding. Please read them here:

[Home | Sussex Safeguarding Adults Policy and Procedures](#)

Accommodation for- Conquest Students

Whilst we endeavour to place you on one site at either EDGH or Conquest Hospital (Hastings), for the duration of your placement, due to the location of some of our clinical services, it may be necessary for some of your placement to be on both sites.

All Eastbourne students will stay off site, in Welkin Residences. On-Site accommodation at Eastbourne will only be available for “On Call” duties.

Medical students from KCL and BSMS attached to Conquest Hospital, Hastings, will stay either in accommodation provided in Hastings Town Centre by our external provider (Roost) or in on-site accommodation on the hospital’s grounds. See further information below.

For Students staying in On-site Accommodation - Conquest

	Conquest Hospital
Collection of keys (If you lose your key there is a £25 charge for a replacement.)	Monday – Friday (8am – 4pm), keys to your accommodation can be collected from the Accommodation Office in 43 – 70 Oast House Close. After 4 pm on Friday and over the weekend, keys can be collected from the ‘Porter’s Lodge.’ Level 3, main entrance to hospital past 1066 café and the shop.
Parking Permit	Parking permits will be issued with your accommodation keys. Permits must be displayed at all times
Type of accommodation	Each flat has 5 bedrooms with shared kitchen, lounge with TV and bathroom facilities. Candles or Tea lights are NOT allowed in the accommodation.
Accommodation Officer	Katherine Watts (14) 8001 43 - 70 Oast House Close 08:00 – 16:00 Mon – Fri. Email: esht.accommodationconquest@nhs.net Emergency mobile is 07814145419.
Laundry Room	A communal laundry room is available in blocks 43-70 and 82-121 Please contact accommodation officer.
Facilities	Rooms are furnished with bed, bedside cabinet, chest of drawers, wardrobe, desk & chair. Linen (sheets and blankets), bedding & towels are provided. Kitchen with cooker, microwave, fridge, freezer, kettle, iron/ironing board, toaster, pots, pans, crockery and cutlery.
Internet Access	NHS Wifi is available in most rooms on both sites. Please log in using the temporary NHS email address that you will receive upon induction and log in as staff to access the Wifi in accommodation.
Maintenance	Report any maintenance issues ASAP on 0300 131 5642 Email: esht.accommodationconquest@nhs.net Please also cc Julie Deeprose/Mauricio Lomba: julie.deeprose@nhs.net / mauricio.lomba@nhs.net
GP Surgeries:	Station Plaza Health Centre, Station Approach, Hastings, East Sussex, TN34 1BA Tel 01424 464756.

For Students staying in Off-site Accommodation - Conquest

Conquest Hospital	
Moving in instructions	If you are staying in off-site accommodation, Roost will contact you with moving in instructions. Roost Palace Court White Rock Hastings TN34 1JP If you have any queries please contact Medical Education.
Location of Accommodation And Parking	Accommodation is situated 1 minute walk to the Town centre and 5 minutes' walk to the Bus Station (next to the Train Station), although buses do run from outside the accommodation buildings. Parking in Hastings for Offsite Accommodation Most on road parking is permit only during certain times of day. There is some limited free on road parking on the road behind the White Rock Theatre on the Right hand side facing the sea. There are a range of pay and display car parks. Parking Permits If you would like to apply to see if you are eligible for a temporary parking permit/season ticket, please apply to Hastings Borough Council at https://www.hastings.gov.uk/parking/seasontickets_permits/apply
Emergency & All Maintenance Issues (Big or Small)	It is important to please contact Roost and also the Medical Education Team at the Conquest if you have any maintenance issue with your accommodation, even if you think that it may be trivial. We cannot help you if you don't tell us if there is a problem. Please call Roost on 07525 086897 out of hours If you have a maintenance issue during normal office hours, please email: maintenance@theroostgroup.com and cc Julie Deeprose: julie.deeprose@nhs.net
Public Transport	Train timetables available at www.nationalrail.com or www.thetrainline.com The nearest train station is Hastings, which is in Hastings Town Centre. Busses run regularly from the station up to the hospital. Buses are run by Stage Coach at www.stagecoachbus.com . Buses that run regularly from the hospital from the train station include 100, 321, 323, 329A. Bus 321 leaves from the pier and runs to the Conquest Hospital.
Facilities in Lounge	Sofa; Dining table and chairs; TV
Facilities in Kitchen	Fridge freezer; Cooker and oven; Microwave; Toaster; Kettle; Cutlery; Crockery; Pots and pans; Utensils; Mugs and glasses; Bin
Facilities in Bedroom	Double bed; Wardrobe with drawers and mirror; Desk and desk chair; Duvet, pillows x 2, base sheet and covers; 1 x hand towel; 1 x bath towel; Bin
Miscellaneous	Vacuum cleaner; Mop and bucket; Dustpan and brush
WiFi	Free WiFi is provided in this accommodation.

Accommodation for Eastbourne Students

Eastbourne District General Hospital	
Accommodation For all Medical Students	<p>All medical students attached to EDGH, will stay in:</p> <p>Welkin Residences, Gaudick Road Eastbourne, East Sussex, BN20 7SH</p> <p>All rooms have an ensuite shower room.</p> <p>See separate brochure for more information.</p>
Location of Accommodation	See the brochure for location of Welkin Residences and how to get to Eastbourne DGH.
Emergency & All Maintenance Issues (Big or Small)	It is important to please contact the accommodation officer and also the Medical Education Team at the EDGH if you have any maintenance issue with your accommodation, even if you think that it may be trivial. We cannot help you if you don't tell us if there is a problem.
Public Transport	Bus Routes https://www.stagecoachbus.com/
Facilities	<p>A duvet, pillow and the associated bedding plus a bath towel, toilet rolls and some basic cleaning bits in the bathroom – sponge, squeegee, spray cleaner and a toilet brush.</p> <p>The kitchen has a basic catering pack, plates, cups, glasses, cutlery, cooking utensils, frying pan, saucepans, tea towels, cloths, washing up liquid and all the usual equipment - kettle, toaster, microwave.</p> <p>See the brochure for further information on what is provided.</p>
WiFi	Free WiFi is provided in this accommodation.

BSMS Travel Policy

Please find the BSMS travel policy on the BSMS Funding page and scroll down to "Placement and Travel Expenses":

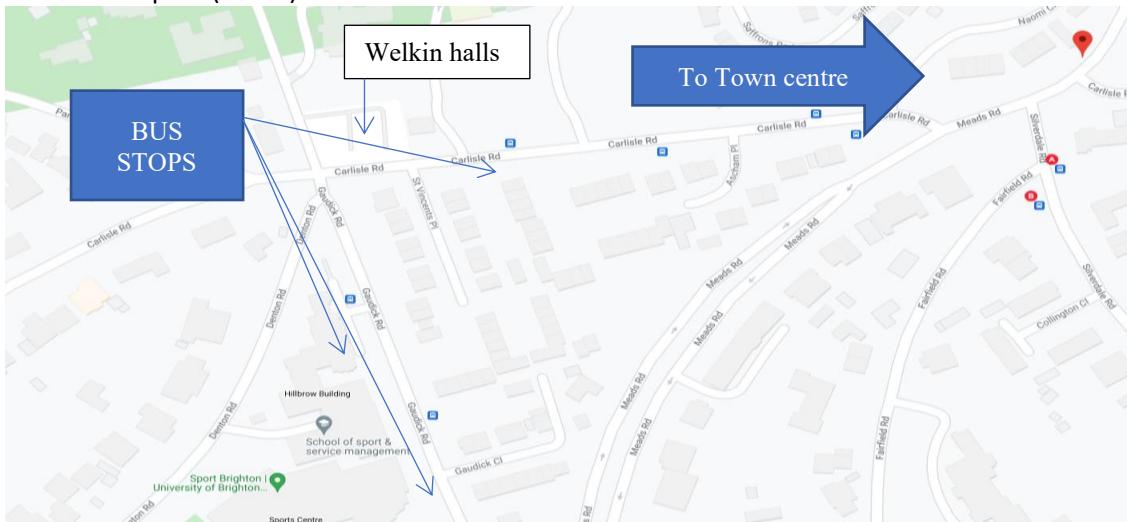
<https://www.bsms.ac.uk/undergraduate/fees-and-funding/index.aspx>

Public Transport

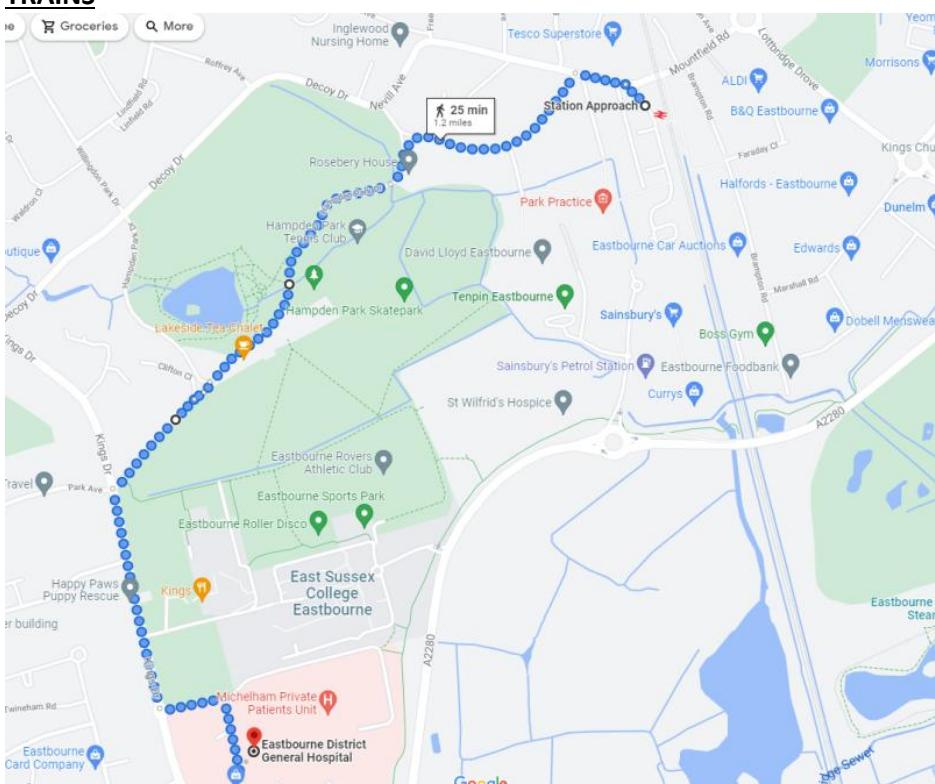
If you are staying in Welkin Residences in Meads, Eastbourne, the hospital is located about 2.5miles distant.

BUSES

You may catch a number 3 or 4 bus to the town centre and then a LOOP bus to Eastbourne District General Hospital (EDGH).



TRAINS



Hampden Park station is about one mile from the hospital and it is quite a pleasant walk through the park. There are several other routes you could take.

The main Eastbourne Station is about 1.5 miles. Although all trains stop at Hampden Park, some stop on the way into Eastbourne and others stop on the way out. Please check if your train stops at Hampden Park on the way into Eastbourne, as you may have to wait 10 minutes or so for the train to depart.

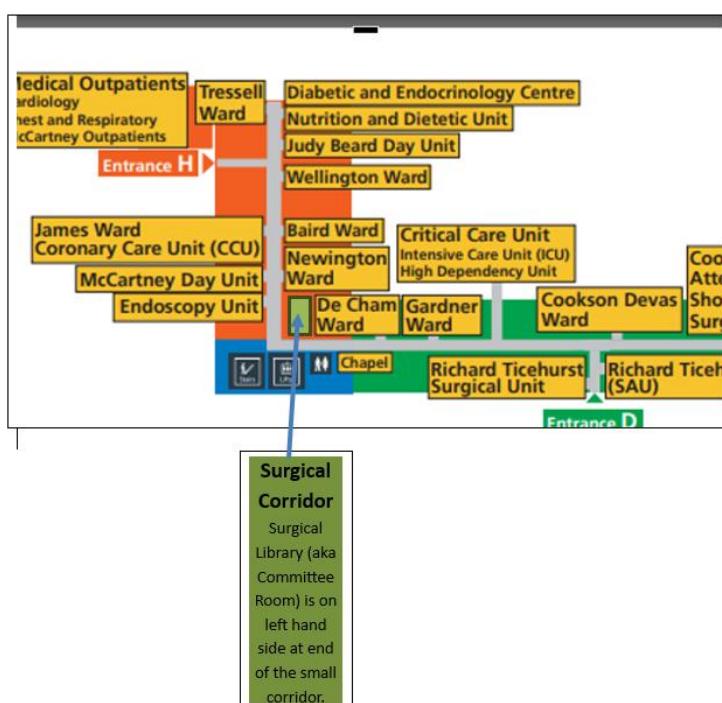


Surgery at Conquest Hospital

If your placement requires you to attend Surgery, you should report to the surgical handover **at 8am** in the surgical library, (Surgery Department) Conquest Hospital.

You should let them know you are students - and a plan will be made for you. Should you arrive late, you should go directly to SAU and wait there for the team to come to SAU after the morning handover.

Please also refer to the larger Hospital map at the back of this booklet.



Trauma and Orthopaedics at Conquest Hospital

The trauma meeting is held every morning at 8am in the trauma meeting room in the corridor opposite Benson and Egerton wards (Level 1 – see main map).

Orthopaedic Theatres are 3,4,5 and 8.

Please introduce yourself to the surgical team.

There are elective clinics and fracture clinics every day in our clinic area (opposite radiology, Level 3 – see main map).

Useful Information

Accident at work	Report any accident to your supervisor or nurse. You will be required to complete an accident report form, available from Ward Clerks at the nursing stations.
Emergency	<p>2222 for all emergencies including Fire, Cardiac Arrest and security.</p> <p>How to Deal with Personal Attack or Threat:</p> <ul style="list-style-type: none"> • You must dial internally 2222 • Always leave the scene where possible, if not; • Call for help from someone in the vicinity. • Sound personal attack alarm if available. • Encourage the person to stop whatever they are doing. • Encourage them to put down the weapon or instrument they have and try to prevent them from obtaining any others. <p>Continue to talk to the person until assistance is available.</p>
Fire	<p>A continuous alarm will be heard in the area affected and an intermittent alarm sound will be heard only in the zones adjacent to the risk area.</p> <p>If you discover a fire, raise the alarm by breaking the insert of a RED fire alarm call point and dial switchboard on the internal emergency number (2222) to confirm the location.</p> <p>In the event of an actual fire do not attempt to tackle it but close doors and if possible close all windows as you leave.</p> <p>Make sure your escape route is clear at all times. In areas such as OPD or A&E it is important to know the exit routes from the building and the location of the external assembly area.</p>
Needles and Sharps	<ul style="list-style-type: none"> • Never leave sharps lying around, place in sharps container. • Sharps should not be passed from hand to hand. • Request assistance when taking blood from or giving injections or infusion therapy to uncooperative patients. <p>Do not re-sheathe needles.</p>
Occupational Health Services	<ul style="list-style-type: none"> • Staff are available Monday to Friday between 9.00 a.m. and 4.30 p.m. There are open clinics for immunisations at EDGH on a Thursday morning between 0930 and 1230 hours and via appointment for Hastings (ext 8357).
Sharps injury	<ul style="list-style-type: none"> • Any skin puncture should be encouraged to bleed and washed liberally with soap water. • Splashes into eyes or mucous membranes should be irrigated with running water. • If during office hours report directly to Occupational Health for treatment/advice or to the Emergency Department if out of hours and at weekends. • Complete an accident/incident form. <p>The aim must be to complete a risk assessment and administration of PEP for HIV as soon as possible or administration of HBV prophylaxis (when Indicated) within 48 hours of initial report of the incident.</p>

Guidelines

Anti-Bullying Policy “DON’T SUFFER IN SILENCE”	<p>Examples of Bullying are:</p> <ul style="list-style-type: none"> Derogatory remarks or public criticism, insensitive jokes or pranks. Insulting or aggressive behaviour. Ignoring or excluding an individual. Constantly under valuing effort. Inappropriately monitoring everything an individual does. Being excessively critical. Withholding information. Teaching by humiliation Unrealistic demands <p>Complaints can be made to your Line Manager / UG Admin and will be viewed seriously and treated confidentially. Counselling will be provided if necessary.</p>
Attendance	<p>You should be here until the last Friday of your rotation unless otherwise stated by your Medical School. If you do leave early without such permission the Undergraduate Administrators are required to inform the Medical School accordingly.</p>
Confidentiality	<p>Confidential information about patients must not be divulged to any person except with the express authority of the Trust. Unauthorised breaches of confidentiality will result in disciplinary action and may also result in a civil action of damages</p>
Infection control	<p>Alcohol gel, available at every bedside, must be used before entering wards and after contact with every patient.</p> <ul style="list-style-type: none"> Bare below elbows Remove wrist watches and jewellery (with the exception of wedding rings), prior to using alcohol gel or washing their hands <p>Ties should be tucked in</p>
Medical Records	<p>Record keeping must be accurate, legible, comprehensive, contemporaneous and unambiguous. Detail what happened, when, why, to whom and by whom and accessed only by authorised personnel at all times.</p>

You must not:

- Initiate, alter or stop treatment of a patient on your own diagnosis.
- Prescribe or request diagnostic investigations without supervision.
- Take part in obtaining or witnessing a patient’s signature for consent to treatment.
- Take history, examine or treat a patient without his/her prior informed consent.
- Hold your FY1 or FY2’s bleep under any circumstances
- Perform EPPs

Drugs

The Trust has ZERO tolerance to the possession, use and dealing of illegal or illicit substances. If a person is known to be in possession of or using or supplying any illegal or illicit substance on Trust premises, the University will be informed and possibly the police.

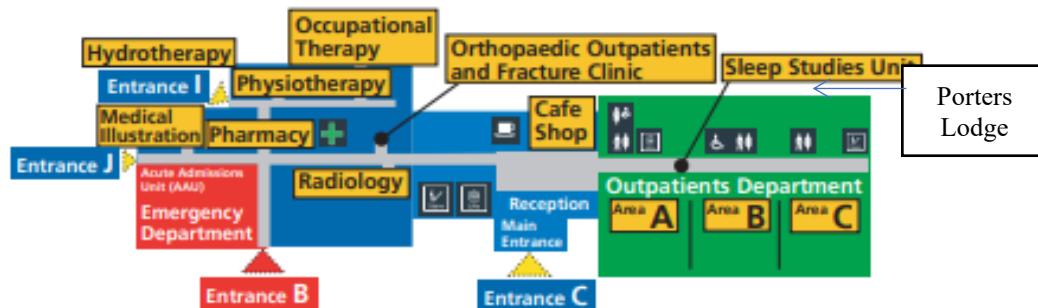
Smoking and vaping are also forbidden on any Trust premises, including off-site accommodation.

Conquest Hospital Map

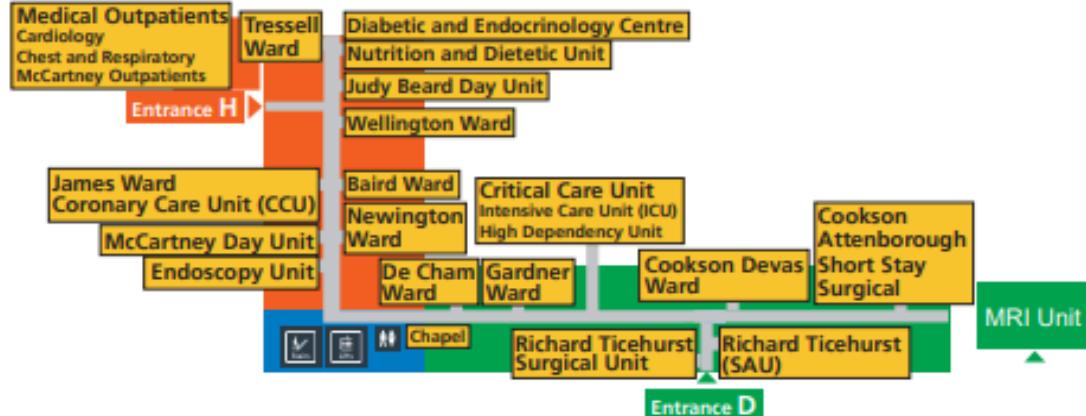
Level 4



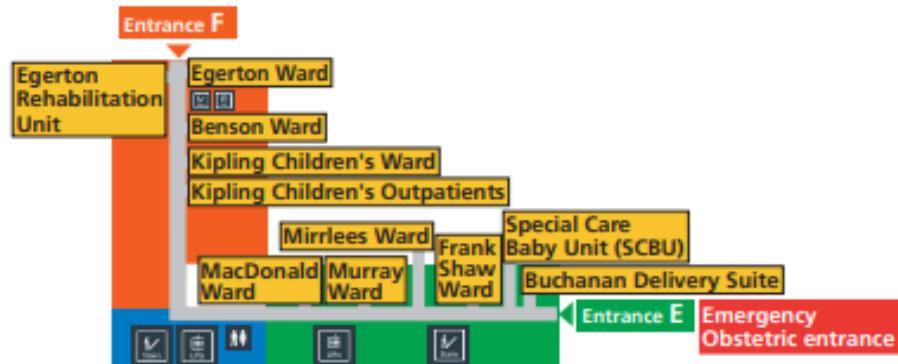
Level 3 Main Entrance



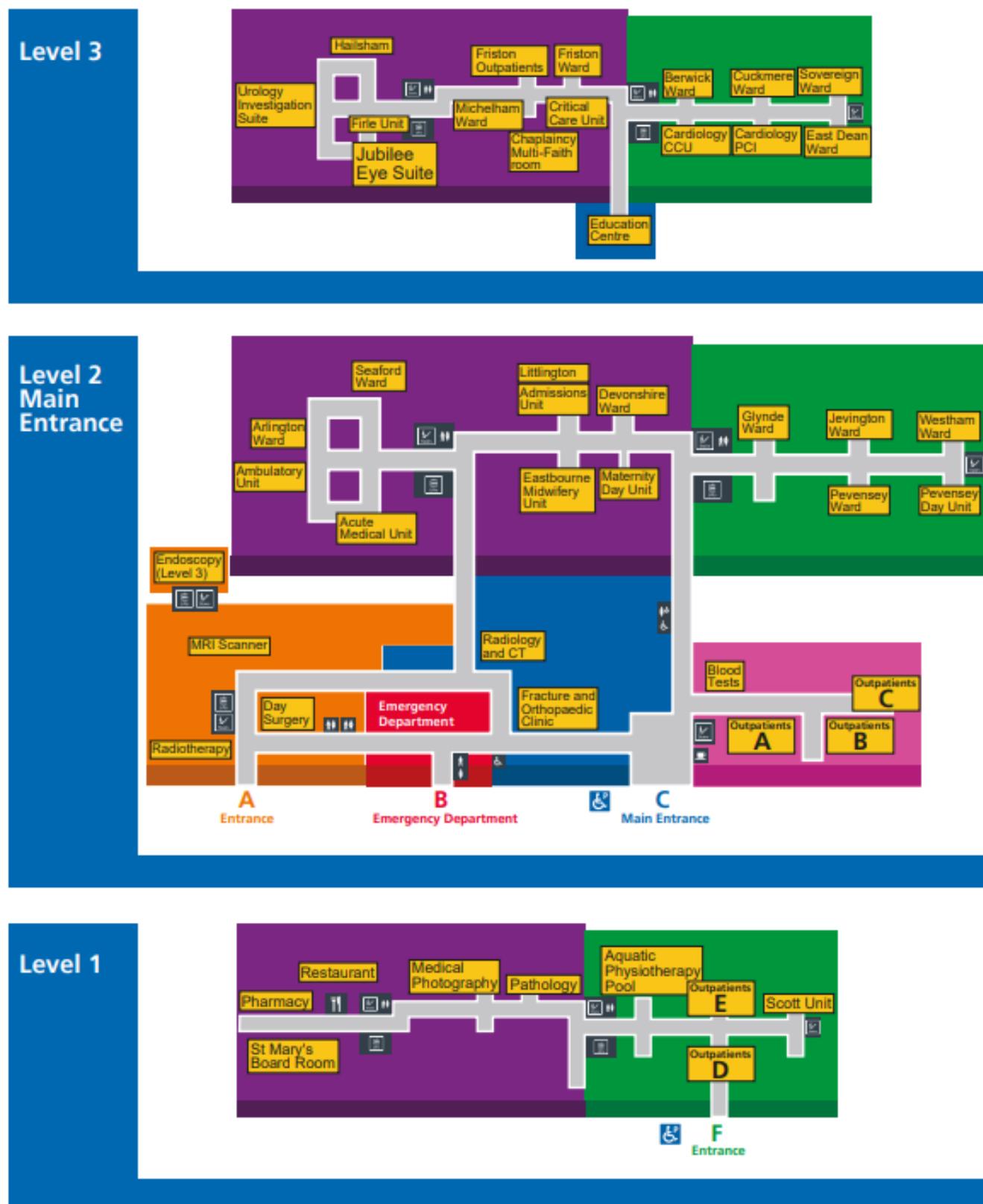
Level 2



Level 1



Eastbourne DGH Map



Wards at Eastbourne DGH

Ward Name	Specialty	Level
Berwick	Endo and Cardio	3
Acute Medical Unit	AMU	2
CCU	Cardiology	3
Cuckmere / Michelham	Gastroenterology	3
East Dean and Sovereign	Stroke	3
Michelham/Hailsham	Urology	3
Pevenssey	Haematology / Oncology	2
Urology Investigation Suite	Urology	3
Jevington	Rheumatology	2
Westham	Respiratory	2
Seaford	Elderly Care	2
Litlington	Elderly Care	2
Friston ward	ENT	3
Friston Outpatients	Paediatrics outpatients	3

Wards at Conquest

Ward Name	Speciality	Level
Egerton & Benson	T&O/Ortho Geriatrics/Trauma Unit	1
Kipling	Paediatrics	1
MacDonald	Elderly (Over 75yrs) - Frailty	1
Murray	Antenatal and Acute Medical	1
Mirlees	Early Pregnancy and Emergency O&G	1
Frank Shaw	O&G Post Natal	1
Buchanan Delivery Suite	O&G	1
SCBU	Special Care Baby Unit	1
Judy Beard Day Unit	Adult Oncology and Haemotology	2
Tressel	Discharge	2
Newington	Elderly Medical Assessment Ward for Frailty, Dementia and Chronic Conditions	2
Baird	Acute Medical/Respiratory	2
James Ward	Medical Day Unit	2
Wellington	Gastro	2
De Cham	Gastro	2
Gardener	15 bed Emergency Surgical Ward	2
Cookson Devas	15 bed Elective General Surgical Ward	2
Cookson Attenborough	28 bed Elective Orthopaedic and Elective Surgical Ward	2
Richard Ticehurst	SAU - Emergency Assessment Surgical	2

Parking:

Parking availability on both sites is very limited and is on a first come first served basis. Parking is chargeable for staff who are required to display a parking permit. Please don't park in visitor parking areas or you will be charged the going rate for visitor parking. As a medical student you can park for free but please park in staff parking areas and also you just need to display a Medical Student Parking Permit (next page) and display it clearly on your dashboard. If you are staying in onsite accommodation at the Conquest you are entitled to use the accommodation parking and you won't need to display student parking permit.



DISPLAY THIS SLIP NO PAYMENT REQUIRED		Conquest and Eastbourne DGH
AUTHORISED BY (Parking Office): E Nicholas		Tel: 772021
Car Make / Model / Colour	REG NO:	
Start Date for Student parking:	Last Date for Student parking:	
THE CAR PAKING TEAM ARE AWARE OF THIS VEHICLE		

Leaving ESHT

We hope you have enjoyed your time with us and found the learning experience very worthwhile.

But before you go

Please remember to return your student swipe cards to avoid a £10 fine.

Thank you.



We are desperately short of swipe cards.

Each card costs the Trust **£10**.

We have asked you to sign an agreement when you first started to say you will return your swipe cards to avoid a **£10** fine.

Please remember to return your card to the Medical Education Office before you leave. Thank you.

With all our very best wishes for a happy and successful future.



QR Code to our webpage for Medical Students:



Or visit our webpage here:

www.esht.nhs.uk/medical-education/programmes/medical-students/