

**Imperial College Medical Students**

**Psychiatry Attachment**

**Chelsea & Westminster**

**The Gordon Hospital**

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# APPLICATION FOR PROXIMITY CARD

**SURNAME:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRST NAME/S:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile if non-permanent

**DEPARTMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EXT NO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCESS REQUIRED TO (please tick):**

Ebury / Gerrard / Vincent Wards □

Double doors leading either side from reception □

Roof Garden □

|  |  |
| --- | --- |
| I hereby agree that I am responsible for the appropriate use of the proximity card and personal locker key; a replacement fee will be incurred if the card and/or key are lost / stolen or mislaid.  If the card or key are lost / stolen or mislaid, Site Services must be informed **immediately**.  This card must not be defaced or damaged in anyway (i.e. do not write on the card or punch holes in it).  ***I hereby agree that the refundable deposit of £20.00 will not be reimbursed if the card and key are not returned to the Site Services Manager at the finish of my placement at the Gordon Hospital.*** | |
| **Signed by Applicant:** | **Date:** |
| **Authorised by Site Services:** | **Date:** |

|  |  |
| --- | --- |
| **For Office Use Only:** |  |
| Proximity Card Allocated: Yes/No | Proximity Card Number:\_\_\_\_\_\_\_\_\_\_\_\_ |
| Personal Locker Key Allocated: Yes/No  Date: \_\_\_\_\_\_\_\_\_\_\_ | Locker/key Number: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Valid From: \_\_\_\_\_\_\_\_\_\_\_ | Expiry Date (for non-perm):\_\_\_\_\_\_\_\_\_\_ |
| £20 Received? \_\_\_\_\_\_\_\_\_\_\_ | Cash: □ Cheque □ Chq No. \_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Gordon Hospital

Bloomburg Street

London SW1V 2RH

Telephone: 020 3315 8733 Fax: 020 3315 8711

#### Health & Safety/General Information for Students

**Gordon Hospital, Bloomburg Street London SW1V 2RH**

Welcome to the Gordon Hospital, part of the Central and Northwest London NHS Foundation Trust. The Hospital is a 59 bedded hospital for adults aged 18-65 with mental health needs. It has two acute wards, one triage ward, Inpatient Therapies Department and Outpatients Department.

We are located in the SW1 area and therefore serve a large transient population and the many tourist attractions in our catchment area means a high number of overseas visitors presenting to our service.

Health and safety is your responsibility as well as that of the Trust.

# This document is intended to provide you with some general information about health and safety issues in the building and its locality.

On the first day at the Gordon Hospital you should familiarize yourself with emergency exits and procedures, particularly relating to Fire and the Panic Attack Alarm System.

# Fire Procedure

The Local Fire Procedure and the Local Fire Policy are displayed throughout the building. Fire training is provided at the Gordon Hospital and you are required to attend if it takes place during your attachment.

The fire alarm system at the Gordon hospital is a two stage fire alarm system. The first stage is an INTERMITTANT alarm sound. This will indicate that there is detector activation within the hospital. The Unit co-ordinator, NOF (Nominated Officer for Fire), nurse in charge on the ward and/or ward manager, and/or site support if available will move to the nearest fire alarm panel situated in the nurses station on each ward or the main reception area, in order to identify the location of the fire and cause of the alarm activation and report back to staff.

If the activation is caused by a real fire and a call point is activated, and/or a second detector activated, or 3 minutes have passed since the original detector activation the alarm will automatically go into CONTINUOUS alarm. Staff are advised to evacuate the building.

**SAS Panic Alarm System**

The panic alarm system consists of round sensors strategically placed around the Gordon Hospital to provide comprehensive cover. The censors will cover rooms and circulation areas such as, corridors, staircases and lifts.

To call the alarm for assistants, staff must either pull the SAS alarm or press the red button. The blue alarm is for resetting the system; just point the blue alarm at the activated censor and press the blue button to reset. Alarm should only be reset if and when it is safe to do so.

The Indicator panels are located on each floor, which clearly indicate the precise location in which a censor has been activated.

An SAS alarm must be signed for when entering a ward for any length of time and then returned when leaving the ward.

**Photographic Identification**

This should be worn at all times whilst in the building. Failure to wear ID will preclude you from all Trust properties.

**Ward/Lift Access**

A prox card is needed to access the wards and operate the lift.You will be allocated a prox card (and locker key) from the Site Support Manager for a refundable £20.00 deposit at the start of your placement. Once you have received your prox card please take it to Reception where the staff there will register the card to your name.

Please ensure that the prox card (and locker key) is returned to the Site Support Manager at the end of your placement so that your deposit can be returned to you.

***If the card is lost, you must report this to reception staff and/or the Site Support Manager immediately and complete an incident form.***

**Risk of Aggression**

In the interests of your personal safety, when visiting any of the wards you should always make yourself known to the Nurse in Charge. Do not enter any area without the prior permission of the Nurse in Charge and always ensure you are carrying your personal attack alarm.

**Infection Control**

The Infection Control Team of CNWL aim to prevent, as far as possible, any infections which patients, visitors and staff may acquire while in hospital or as a result of their admission. Policies are available on the Trust net.

## Incident/Injury Reporting

Any incidents or injuries must be reported immediately to the Local Service Manager, and an incident form completed. You must also report to the Director of Clinical Studies (Dr James Warner) or to the Undergraduate Teaching Coordinator (Constanza Martinez).

**Confidentiality**

You will appreciate the importance of confidentiality. Please make sure that you do not repeat any information that you have access to during your attachment.

**Medical Records**

In-patient notes must always stay on the ward/on site and need to be treated with respect with all paperwork filed in the relevant section.

# Site General Information

Students at the Gordon Hospital

Help and assistance

* Your first point of general advice and assistance is the Undergraduate Teaching Co-ordinator, Constanza Martinez. She is based at Trust Headquarters, Stephenson House, 75 Hampstead Road NW1 2PL
* Her phone number is 020 3214 5884.
* Please note email address is [constanza.martinez@nhs.net](mailto:constanza.martinez@nhs.net)
* If she is not available either discuss the problem with your firm leader, one of the other doctors on your firm, or depending on the problem, with your Imperial College tutor or year co-ordinator.
* The main switchboard number from outside is 020 8746 8733.
* The Mental Health Centre address is

Gordon Hospital

Bloomburg Street

London

SW1V 2RH

**ID badges**

Your Imperial College ID badges should be worn on site at all times.

**NO!**

* The Trust has a NO smoking policy. Please do not smoke anywhere on the hospital premises and this means the grounds as well as inside the buildings.
* ***NO*** food or beverages to be consumed at the computer benches
* ***NO*** unwashed cups to left anywhere.
* ***NO*** food to be left out anywhere.

**Rest rooms**

There is a doctor’s rest room located on the ground floor with cooking and tea/ coffee making facilities.

There are establishments and supermarkets in the area, where food and refreshment can be purchased.

**Personal Lockers**

You will be allocated a locker in the doctor’s office to store your personal belongings. You will receive a padlock and key with your prox card (for a refundable £20.00 deposit) which must be returned at the end of your placement to the Site Support Manager.

**Email**

* We are trying to reduce paperwork, and turning more and more to email.
* All the consultants are now on email and almost all will either have an Imperial College address (@ic.ac.uk) or hospital based one (@nhs.net). You should ask them which it is. It may well be easier to use this than phone them.
* Both the hospital and Imperial College are now using email for important information for students and you should check it every day.

**Telephones**

* Mobile phones should be switched off when you enter any hospital building.

**Transport**

* Nearest Underground station is Pimlico (Victoria line)
* Nearest buses are 2,36 and 185

**Car Parking**

Unfortunately there is no car parking available at the Gordon Hospital for students.

**Bicycle Racks**

There are four bicycle racks with no CCTV camera. Your bicycle can be kept there on a first come first served basis at your own risk.

**Library and Information Service**

Located on the 5th floor.

* Librarian is available all day on Mondays
* Library can be accessed at any other time by obtaining a key from reception.

**Absence**

If you are unable to come in, whether you are ill or for some other personal reason, you ***must*** telephone Constanza Martinez (020 3214 5884) as early as possible on the first day with the following information. (Leave a message if she is not there):

*Make sure you have her number in the personal numbers that you take home.*

Please leave the following information with her or on answer phone:

* Your name
* Contact number
* Reason for absence
* Likely date of return
* Name(s) of any staff due to teach you in the next day or so.

If you are sick for more than three days, you must produce a doctor’s certificate.

Failure to tell us can lead to a lot of wasted time and may lead to your absence being considered as poor attendance/ poor time keeping/low commitment.

**Telephones**

If you wish to make personal calls there is a payphone situated on the ground floor of the building. If there is an emergency and you need to make a call, speak to the Site Services Manager or Head of Department first. Incoming personal calls are not encouraged and should only be accepted in an emergency.

**Dress Code**

Smart, casual dress is appropriate.

**Smoking Policy**

CNWL NHS Foundation Trust has a no smoking policy which means that smoking by staff is not permitted anywhere in the building.

**Alcohol Policy**

CNWL NHS Foundation Trust has a strict no alcohol policy which means that consumption of alcohol is not permitted anywhere in the building.

# Site map

