## Medical Education Centre (MEC)

## Watford General Hospital

**Vicarage Road**

**Watford**

**Herts, WD18 0HB**

**Tel: 01923 244 366**

**Contact Information**

Main Contact: Mrs Karen Duffy, Undergraduate Co - ordinator, 01923 217 957

Email: karen.duffy@whht.nhs.uk

Undergraduate Tutor and Consultant Physician (Endo): Dr Arla Ogilvie

Clinical Tutor and Consultant Anaesthetist: Dr Ratna Makker

Consultant Lead in Medicine Dr Tom Galliford

Report to Karen Duffy in the Medical Education Centre at 9am.

Documents Required

* A **£100 deposit** (cheque made out to West Herts & Watford Medical Centre) is required (returnable on leaving the hospital provided there is no damage to property, etc. and all items on loan have been returned).
* Documentation regarding the Certificate of enhanced disclosure from the Criminal Records Bureau should be obtained well in advance and taken to each clinical attachment. Failure to produce the certificate will preclude you from taking up the attachment.

## Accommodation

**All Medical students are required to fill out the booking form attached to the joining** **instructions**.

Please inform the MEC (01923 217957 – Karen Duffy) **14 days before your start date if you require accommodation**, otherwise we cannot **guarantee** accommodation for you. You will also need to inform MEC if you require access to accommodation from the Sunday before your attachment, in which case keys can be collected from the hospital’s Main Reception desk between the hours of 1pm – 8.30pm on Sunday. If you arrive outside of these hours, please contact switchboard (dial 11) and ask them to bleep the site coordinator who will retrieve your key for you.

**IT ACCESS**

Please complete the attached IT request form, ensuring that you complete and sign in the boxed area and return to Karen Duffy at the above address **14 days before your attachment begins**, to ensure you receive your computer log on at the start of your attachment.

Timetables

Timetables will be provided on induction

**Immunisations** You will need to show **your Occupational Health card** as proof of vaccinations at your induction at MEC and the completed Occupational Health Questionnaire should be sent to the Occupational Health Department at Watford General Hospital ahead of your starting.

**Car Parking**

A private company, CP Plus, run the parking scheme at Watford General hospital. Medical students are entitled to concessionary parking permits at a cost of £8.00 per month which are valid for use in any staff parking areas on the hospital site; however, on your first day, please purchase a ticket and use a Pay and Display bay until 12pm when you will have been able to collect your permit. ***The Car Park policy is currently under review and maybe subject to change.***

**Travel Information**

**How to find us by train**

There is a fast train service between Euston and Watford Junction, from where you can get a taxi or bus to the hospital. (No.10 or no 6 bus leaves every 30 minutes on the hour/half hour)

**How to find us by car**

Directions from M1

Leave M1 at Junction 5 taking the A4008 sign-posted TOWN CENTRE and then follow the signs to Watford General Hospital.

**Directions from the M25 (clockwise)**

Leave M25 at junction 19 sign posted Watford. Follow slip road to a large roundabout at the A41. Take third exit to A4111 (Hempstead Road). Drive on until you reach first roundabout, then second roundabout (Town Hall), take third exit into Rickmansworth Road. Follow signs for hospital taking second left turn into Cassio Road. After second pedestrian lights, bear right onto Farraline Road, then left onto Vicarage Road at next pedestrian lights. Shortly after the football stadium, turn left into the hospital main entrance.

**Directions from M25 (anticlockwise)**

Leave M25 at junction 20 signposted Watford and Kings Langley. At roundabout take first exit into A41 towards Watford. At next roundabout take second exit into A4111 (Hempstead Road). Follow instructions above.

**Other Information**

When you are in the hospital please answer your bleep promptly between 9am-5pm. If you are not sure how to use it, please ask another member of your team to show it to you.

WATFORD GENERAL HOSPITAL

Imperial College Medical School Accommodation/locker booking form

**DATE OF REQUEST** ………………………………….

|  |
| --- |
| **NAME**:   |
| **DATE OF ARRIVAL**: |
| **CURRENT ADDRESS:** |
|  |
|  |
|  |
| **CONTACT NUMBER(S):** |
| **CONTACT EMAIL ADDRESS:** |
| **YOU MAY REQUEST EITHER A ROOM OR A LOCKER. PLEASE TICK THE APPROPRIATE BOX BELOW.** |
| ROOM ONLY  |
| LOCKER ONLY  |
| **DATE OF ARRIVAL: SPECIALTY:** |
| **DATE OF LEAVING:** |
|  |
| DEPOSIT OF £100.00 REQUIRED TO COVER KEYS AND BLEEPPlease bring a cheque made out to West Herts and Watford Medical Centre on your first day |

**IMPORTANT NOTICE: YOU WILL NEED TO BOOK YOUR ROOM 14 DAYS BEFORE THE START OF YOUR ATTACHMENT** (**preferably by email) OTHERWISE NO ACCOMMODATION WILL BE GUARANTEED**

PLEASE EMAIL THIS BOOKING FORM TO: karen.duffy@whht.nhs.uk

OR SEND IT TO: Karen Duffy

 Undergraduate Co -Ordinator

 Medical Education Centre

 Watford General Hospital

 Vicarage Road

 Watford

 Herts WD18 0HB

FAX NUMBER 01923 217 910

