Junior Doctor Induction FAQs

Induction

1. What are the main contact email addresses?

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<tr>
<th>Department</th>
<th>Contact Information</th>
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| Post Graduate Dept     | You will receive emails about the induction via the PGME department. All queries about induction should be directed to the email address provided.  
  JuniorDoctorInduction@gstt.nhs.uk |
| Medical HR             | There are a number of medical HR advisors at GSTT. You should have already received an email from one of the team. These emails are only about your employment to ensure they have the correct paperwork and that you will be paid.  
  As per individual Medical HR Advisor (you should have already received an email from them) |
| Occupational Health    | These emails will only be in relation to your Occupational Health clearance.  
  OHAdministrator@gstt.nhs.uk |

2. What do I need to do for induction?

There are four main elements to induction:

- **Junior Doctor Corporate Induction**: This is a face to face induction where you will meet the Medical Director and be introduced into the Trust.

- **Medical HR Session**: This is for medical HR to check all of your paperwork so that you can be set up on the payroll system. This will take place at the Junior Doctor Trust Corporate Induction.

- **Online Induction**: This involves completing statutory and mandatory training and IT training to gain access to clinical systems. All junior doctors must complete this before they start in the Trust, for which you will be given time off in lieu. This will be sent out by the Post Graduate Department.

- **Local Induction**: Each department is responsible for informing you of your role and responsibilities as well as a number of health and safety criteria. Once you have completed your local induction your department will report this to Post Graduate Medical Education.

3. I can’t attend the Trust Junior Doctor Induction due to nights/shifts/leave?

If you can not attend you will need to:

- Inform the post graduate department juniodoctorinduction@gstt.nhs.uk
- Inform your Medical HR advisor so you can be invited to meet with them at a separate time
- Inform occupational health so they can schedule an appointment if you have not been cleared to work

4. How do I access the online induction?

You will receive login details from e-learning for health (https://portal.e-lfh.org.uk/).
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The required modules are:

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<thead>
<tr>
<th>Module</th>
<th>Level</th>
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<tbody>
<tr>
<td>Introduction to Safeguarding Adults: Level 1</td>
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<tr>
<td>Assessment</td>
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<td>Safeguarding Children Level 2 - Recognition, Response and Record in Secondary Care</td>
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<td>Conflict Resolution - Level 1</td>
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<td>Equality, Diversity and Human Rights - Level 1</td>
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<td>Fire Safety - Level 1</td>
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<td>Health, Safety and Welfare - Level 1</td>
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<td>Infection Prevention and Control - Level 1</td>
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<tr>
<td>Information Governance - Level 1</td>
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<tr>
<td>Moving and Handling - Level 1</td>
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You will also be issued with log in details to the Trust IT Training system (http://www.trustole.co.uk/login/index.php)

The modules to complete on this system are:
- EPR foundation – overview of EPR and read-only access
- EPR doctors – placing orders, updating patient information, placing orders, creating patient documents, etc
- e-Noting for clinicians (electronic patient notes)
- Completing an electronic discharge letter (eDL)
- MedChart: prescribers or paediatric prescribers (prescribing system).

5. I am having problems with the online induction, who should I contact?

If you are experiencing problems with the statutory and mandatory training, please email JuniorDoctorInduction@gstt.nhs.uk stating the exact issue you are having, the type of operating system you are using (Microsoft or Mac) and the web browser including the version number (Internet Explorer, Firefox etc).

If you have any queries regarding the IT Training modules on the clinical systems you should contact ITTrainingAdmin@gstt.nhs.uk or phone ext 83343 and 84835.

6. I can't complete the online induction from home due to availability of a computer or time, what shall I do?

If you are struggling to find the time due to clinical commitments, please email JuniorDoctorInduction@gstt.nhs.uk.

7. What happens if I do not complete the online induction?

Completion of the modules is linked to your pay so there is a danger you will not be paid if this is not completed. Your details will be passed onto the Director of Medical Education who will make a decision about your pay. You will also receive reminders from the Post Graduate Department until you have completed the online induction.

8. What does Medical HR require me to bring to the induction?

- Passport/Visa status
- GMC/GDC Certificate
- P45 - if you don’t have this please complete the P46 form that was sent from Medical HR
- Recent payslip
- CRB Certificate (Needs to be less than 3 years old – if not please contact your HR advisor immediately)
- Original proof of address which was sent to Medical HR
We are unable to provide a photocopier on the day so please make copies in advance to bring with you. You can send the copies to us in advance which will speed up the HR process on the day (if you do this please still bring all originals for validation). The address for that is Medical HR, New City Court, Guy's Hospital, Great Maze Pond, SE1 9RT.

9. I haven’t received any notification from the CRB to say I am cleared to work – is this a problem?

Please check with your Medical HR Advisor for guidance.

10. What does Occupational Health need me to send to them in advance?

You should have already returned your Pre-Employment Health Questionnaire however if you have not, please note:

When submitting your pre-commencement health questionnaire please include any immunisation history including copies of your laboratory blood results. Please note these should be in plain English.

1. **Hepatitis B** - dates of vaccinations and a hepatitis B surface antibody blood result
2. **Rubella and Measles** - documentary evidence of two doses of MMR or a Measles antibody and a Rubella antibody blood test result
3. **Tuberculosis (TB)** - with one of the following - documentary evidence of BCG vaccination, a BCG scar check by an occupational health professional or a Mantoux test result within the last 5 years
4. **VZV (chicken pox)** - with one of the following - positive history to chickenpox disease, documentary evidence of two VZV vaccines or a VZV antibody blood test. Please note: if you are from a tropical and subtropical climate, you will need to provide evidence of varicella antibody immunity (blood result) irrespective of previous history of disease

**Exposure prone procedure (EPP) workers**

“Exposure Prone Procedure are those procedures where the worker’s gloved hands may be in contact with sharp instruments, needle tips or sharp tissue (e.g. spicules of bone or teeth) inside a patient’s open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.” (Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New health Care Worker, Department of Health 2007).

If you are an EPP worker, you must provide documentary evidence of being non-infectious for Hepatitis B (hepatitis B surface antigen blood test result). If this is your first post undertaking EPP activity, you must also provide evidence of being non-infectious to HIV and hepatitis C (HIV and hepatitis C antibody blood test results). Your clearance will NOT be processed until this evidence has been received.

Please include a copy of your laboratory blood results. For EPP workers this must be in the form of an identity validated sample (IVS), from a UK accredited laboratory, stamped and signed by an occupational health professional in accordance with Department of Health guidance. You cannot start work until you have received Occupational Health Clearance.

11. What does Occupational Health need me to bring for my appointment (if you have been told you need an appointment)?

If you have blood test results or immunisation information that you did not have available at the time of returning your form, please bring these with you to your appointment. Also photographic ID.

12. Occupational Health has already informed me that I have been cleared, do I still need to attend my allocated time?

No.
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13. What do I need to send in order for me to get an ID badge when I arrive?

In order to receive your ID badge you must send a j-peg photo of yourself to juniordoctorinduction@gstt.nhs.uk including your name, specialty and grade.

14. I need my ID badge to have swipe access into certain buildings how can this be authorised?

The ID Badges should be pre-loaded with access to all clinical areas except Evelina Children’s Hospital, Women’s Health and Mortuary. If you require access to these areas you should contact your department to ask them to authorise this access via the appropriate channels.

15. I haven’t had my rota yet, what should I do?

You must liaise directly with the department you will be working in.

Computers, EPR and System Training

16. When will I get my computer log in details for the Trust computers?

You will be sent a GSTT username, password and your GSTT email address before your first day at the Trust. This will be sent to your personal email address. The username and password will give you access into the Trust computer system including emails and the intranet.

If you do not receive the username and password by your first day, please email JuniorDoctorInduction@gstt.nhs.uk.

17. Once I have my log in details how do I log into the computers?

The first time you need to log into a Trust computer by entering in the username and password sent to you so that you can change your password and set up “password manager”. Please note that a number of computers on wards are already logged on with a generic log in. You will need to find a computer that you can log on to properly.

Once you have logged on to a computer for the first time you will then be able to access your emails via webmail on the intranet without logging onto a computer.

18. How do I access my emails from a shared computer that is already turned on?

You will need to access your emails via the Intranet (GTI). Click on the internet icon - the intranet will be the home page. Click on “Webmail” in the quick link menu. Type in your username and password.

19. Can Doctors access emails from home?

Trust email accounts can be accessed from any computer with internet access and most mobile devices outside the Trust.

The access is available by webmail, a system which will allow staff to log into their email account using their normal username and password.

You can access your emails, calendar, contacts and tasks, and any entries you make will be reflected in your Outlook account at the Trust, and vice versa.
Please remember your security and confidentiality obligations when using webmail – take care that others cannot see personal or patient information, and please do not download attachments containing confidential and/or patient information to any home PC, laptop or mobile device.

To access the site visit https://mail.gstt.nhs.uk, using your Trust username and password.

20. My department uses PACS, how do I get access to this?

You will need to do an online training session on this via http://www.trustole.co.uk/login/index.php

You will then be given a password.

21. How many study leave days can I take?

Junior Doctors have access to up to 30 days study leave subject to the maintenance of essential service. All study leave is granted at the discretion of the department.

22. How much study leave budget do I have?

Junior doctors are allowed to claim up to £850 per year (pro-rata’d if only in post less than one year). You will need to complete the study leave application form prior to your attendance at the course (available on the intranet). If the Director of Medical Education approves the course you will be sent a study leave claim form. The study leave administrator's email address is juniordoctorsstudyleave@gstt.nhs.uk