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MEDICAL INDUCTION AUGUST 2022

POSTGRADUATE MEDICAL EDUCATION CENTRE 01248 384621

PLEASE BE ADVISED THAT THE INDUCTION IS BEING FILMED

Should you have any concerns about this, please let Jean Williams (Centre Manager) know

Wednesday 3rd August (Day 1)

Refreshments will be available throughout the morning and you are free to take breaks as required.
Please note, Covid guidelines may alter at short notice hence the below programme may be subject to change
(we will keep you informed advised should anything alter)

08:30 – 09:30	Postgraduate Centre Foyer	Welcome breakfast, registration and ID photos	
Lecture Theatre, Postgraduate Centre			
09:30	Welcome to Bangor	Dr Karen Mottart	Hospital Medical Director
09:40	Overview of Medical Education & Raising Concerns	Dr Helen Salter	Faculty Lead/Consultant in ED Medicine
09:55	Foundation Programme & Teaching Opportunities	Dr Ushan Andraday	Foundation Programme Director/Consultant In Sexual Health Medicine
10:00	Overview of Support – Non-Trainees	Dr Emma Lloyd-Davies	Programme Director - LEDs
10:05	Infection Prevention and Covid Update (Local)	Mr Gareth Pierce Jones	Charge Nurse - Infection Prevention
10:20	Resus and Cardiac Arrest	Mr Alun Mowll	Resuscitation Services Manager
10:45	Safe Prescribing	Mrs Gwawr Thomas	Pharmacist
11:05	Antimicrobial Stewardship	Mr Aled Hughes	Antimicrobial Pharmacist
11:25	Blood Transfusion	Ms Eithne Hughes	Specialist Transfusion Practitioner
11:45	Handover & Escalation of Care Sepsis	Dr Chris Subbe	Consultant Physician
12:15	Intro to Junior Doctors Forum & Drs Mess	Dr Joy Mawby & JDF Chairs Dr Ruby Abdi	
12:30	Lunch	Harlech Room /overspill in Beau/Cricc if needed	
13:00	Using the Radiology Dept	Dr Alex Kraus	Consultant Radiologist
13:20	Using the Laboratories	Catrin Searell	Clinical Scientist
13:40	VTE prophylaxis	Rhianwen Griffiths	Lead Thrombosis Nurse
14:00	In-patient Falls	TBA	Consultant, Care of the Elderly
14:20	'Pot-noodle of Quality Improvement - How to cook it in Bangor'		Dr Chris Subbe
14:40	SWSS (Staff Wellbeing & Support Service)	Dr Kate Shakespeare	Clinical Psychologist
14:50	Fire Safety	Mr Alex Roberts	Fire Safety Officer
15:00	Troubleshooting/any questions/can we help?		Postgraduate Team

FIT Testing, Welsh Clinical Portal, ABG *et al*: please see separate information provided during registration and on the information tables. Whilst the Postgrad Team is more than happy to help, it is **your** responsibility to ensure you book onto required courses. Any problems or queries at any time during the Induction period, please let us know.



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Thursday 4th August (Day 2)

SAFETY HUDDLE

Dr Karen Mottart, Hospital Medical Director, extends a warm invitation to all new colleagues to attend the Safety Huddle (Lecture Theatre) from 08:30.

DEPARTMENTAL INDUCTIONS

Morning:

08:30 – 09:00 Postgraduate Centre Foyer Welcome breakfast, registration

09:00	O &G	Beaumaris Room
	Medicine	Harlech Room
	Surgery	Lecture Theatre
	T & O	Criccieth Room
	Paediatrics	Paediatric Ward
	Anaesthetics	Anaesthetic's Seminar Room
	ED	Cutting Room

Afternoon:

LUNCH Staggered vary – vouchers for the staff canteen

Continue with Dept Induction as needed apart from:-

14:00	Welsh Clinical Portal Training	Criccieth Room	PLEASE BOOK
OR			
15:30	ditto	ditto	

FIT TESTING and ABG Session registration details will be set out in the Centre, please select your preferred session.

Postgraduate Team available *all day* to take your queries, troubleshooting etc. Please do not hesitate to approach one of us should you have any questions.



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MEDICAL INDUCTION AUGUST 2022

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Friday 5th August (Day 3)

SAFETY HUDDLE

Lecture Theatre

Dr Karen Mottart, Hospital Medical Director, extends a warm invitation to all new colleagues to attend the Safety Huddle (Lecture Theatre) from 08:30.

SUPPORT SERIES

Lecture Theatre

09:15 – 09:40	Introduction to the Library Mrs Pamela Jones – Library Services Manager
09:40 – 09:45	COFFEE
09:45 – 10:00	Teaching Opportunities – Undergraduate Mrs Kimberley Thomas – Undergraduate Education Manager
10:00 – 10:30	E Expenses – how to get your money back! Mrs Melissa Duffy – Expenses Team Leader
10:30 – 11:00	How to apply for Study Leave – the proper way! (Intrepid) Jennifer Williams, Regional Information Officer, HEIW
11:00 – 12:00	DATIX Training Session Tania McDaid - Patient Safety Manager
13:30 – 14:00	Welcome to our new Locally Employed Doctors/non-trainees/LEDs Dr Laura Clapham – CT1, Anaesthetics
14:00 – 17:00	'Welcome to UK Practice' (<i>Especially important if you haven't worked in the UK previously – feedback on this session is excellent, highly recommended</i>) Mr Ian Jones, Regional Adviser General Medical Council (GMC)
Criccieth Room	ABG Training – PLEASE PRE-BOOK YOUR SLOT 09.15 - 10.15: 10.15 - 11.15: 11.15 - 12.15 12.45 - 13.45: 13.45 - 14.45
Harlech Room	Welsh Clinical Portal Training/Password/Log in etc PLEASE PRE-BOOK YOUR SLOT 09:30 – 11:00: 11:00 – 12:30: 13:00 – 14:30 14:30 – 16:00

Croeso/Welcome
Postgraduate Medical Education Centre

This diary card has been produced as a guide to teaching held in, and coordinated by, the Postgraduate Centre.

This document should be used as a reference guide to weekly teaching sessions. The details contained within this booklet are not exhaustive and it is the responsibility of the individual doctor to ensure that they attend appropriate teaching sessions. Please note all core curricula activities and Grand Round are bleep-free.

Supplemental information relating to weekly Grand Round presentations, Foundation Programme and Core Medical training schedules are available from the Postgraduate Centre Team and on the appropriate notice boards sited in the Centre. Details of departmental teaching sessions should be obtained from the relevant department.

The Centre regularly hosts study days, guest lectures and special events, details of which will be advertised on the main events notice board in the Centre and via NHS email addresses.

In addition to regular teaching, an e-learning package has been developed to raise awareness of prescription writing standards across Wales and to help reduce prescribing errors. This is available to staff via the Pharmacy Home Page on the LHB intranet site.

Should you have any suggestions for teaching, or wish to take part in any of the sessions held in the Centre, the Team would be delighted to hear from you. We have an 'open door' policy in Postgrad - please do feel free to pop in to see either myself or one of my Team should you wish to discuss any aspect of your tenure here in Bangor.

Ms Jean Williams
Rheolwraig y Ganolfan Ôl-raddedig/
Postgraduate Medical Education Manager
July 2022



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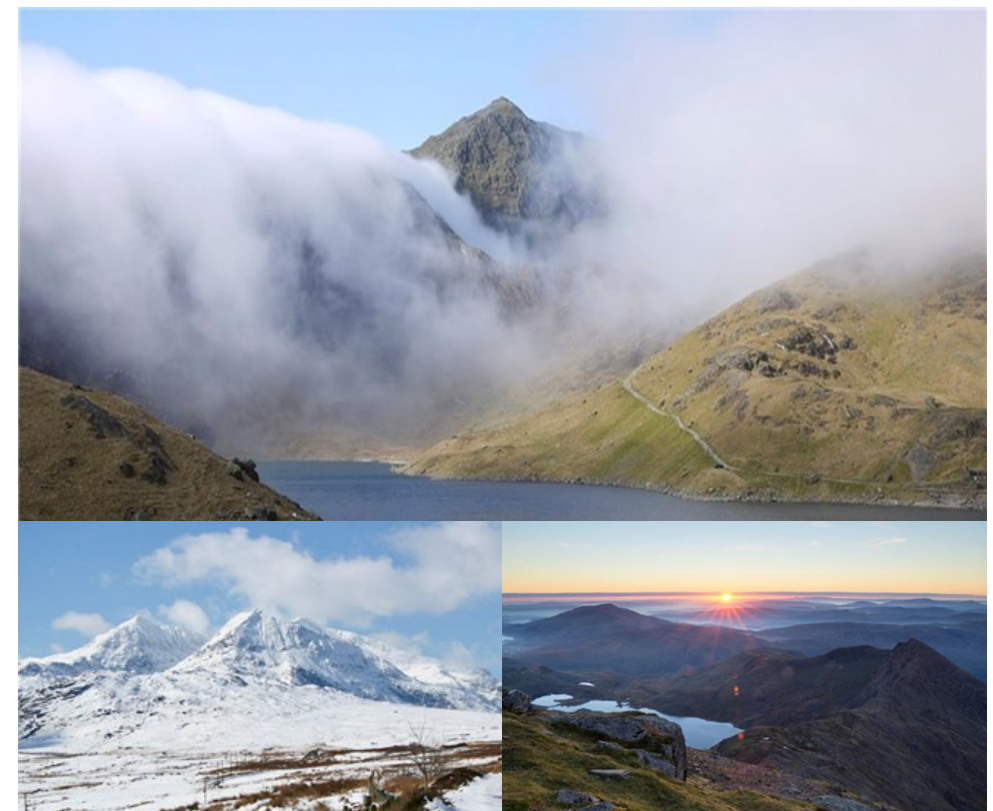


DIARY CARD

**A Guide to Postgraduate Medical Education
and Teaching Sessions at the Postgraduate Centre,
1st floor, Ysbyty Gwynedd, Bangor, LL57 2PW**

Tel: 01248 384621

Email: BCU.PostgraduateCentreWest@wales.nhs.uk



2022

**LOCAL FACULTY TEAM (WEST)
FOR POSTGRADUATE & DENTAL EDUCATION**

Clinical Director for Medical Education	Dr Aparna Gumma
Faculty Lead for Postgraduate Medical Education	Dr Helen Salter
Foundation Programme Director	Dr Ushan Andrady
Royal College of Physicians Tutor	Dr Rachel Newbould
Royal College of Surgeons Tutor	Mr Anil Lala
GPST Programme Directors	Dr Martin Thomas Dr Jens Foell

POSTGRADUATE CENTRE TEAM (WEST)

Postgraduate Medical Education Manager	Ms Jean Williams Ext 4621
Junior Doctor Programmes Co-ordinator	Miss Myfanwy Roberts Ext 4080
Postgraduate Centre Secretary & GPST Co-ordinator	Mrs Angie Charlton Ext 4621
Dental Education Administrator	Mrs Rhian Jones Ext 5628

Weekly Teaching Sessions held in the Postgraduate Centre

Day/ Time	Session
Monday 12:00 -13:30	SHO Teaching (T&O) Weekly teaching for SHOs
Tuesday 13:00 -14:00	General Surgery Teaching Weekly teaching led by Mr Chris Houlden
Tuesday 09:15- 13:00	GPST Half Day Teaching (HDR) GPST Teaching (full programme info via notice board) Sessions led by Dr Roger Ramsay and Dr Martin Thomas
Tuesday (1st of the Month) 13:00—14:00	ECG Teaching Educational Sessions with Dr Martin Royle held on the 1st Tuesday of every month.
Wednesday 13:00—14:00	X Ray Teaching Weekly education sessions led by Dr Martin Pike & Dr Chan Ong
Wednesday (1st of the month) 13:00—14:00	Junior Doctors Forum Have your say in <u>your</u> forum - Inc. Lunch
Wednesday (2nd of the month) 13:00—17:00	Foundation 2 Core Curriculum Mandatory teaching for FY2 trainees (inc lunch).
Thursday 13:00—14:00	Foundation 1 Core Curriculum Mandatory teaching for FY1 trainees
Thursday 13:00—14:00	IMT/Core Medical Teaching Weekly teaching for Medical IMT/CMT/SHOs
Friday 13:10—14:10	Grand Round Weekly case presentations. These consist of patient cases presented by clinical and specialist teams on a rota basis. Special study days are also held regularly.

Grand Round Programme

(Lunch 12:15, presentation 13:10 -14:00)

September 2022

Lecture Theatre, Postgraduate Centre
Ysbyty Gwynedd

DATE	TOPIC
2nd September 2022	<p>Topic TBA</p> <p>Medical Education Clinical Leads:</p> <p>Dr Aparna Gumma – Clinical Director for Medical Education (West)</p> <p>Dr Helen Salter – Faculty Lead (West)</p> <p>Dr Chris Subbe – Honorary Senior Lecturer (West)</p>
9th September 2022	<p>Foundation Doctors' QI Event</p> <p>Chair: Dr Ushan Andraday, Foundation Programme Director</p>
16th September 2022	<p>'Slipping Between the Cracks - a Case of Complex Ethics and the Court of Protection'</p> <p>Dr Conor Martin, Consultant Care Of The Elderly</p>
23rd September 2022	<p>Topic to be confirmed</p> <p>Dr Kate Sutherland, Senior Coroner for North Wales</p>
30th September 2022	TBC

Grand Round is open to all healthcare professionals, medical students and those studying associated topics at Bangor University.

If you have an interesting [clinical case](#) you would like to present, please contact the Postgraduate Centre Office

Tel: 01248 384621 OR

Email: BCU.PostgraduateCentreWest@wales.nhs.uk

MEDICAL INDUCTION 2022

SPECIALTY ROTA CONTACT LIST

Medicine:	Dani Jones	03000 850840 Assistant Support Manager Dani.jones@wales.nhs.uk
	Arwel Jones	03000 850841 Band 4 go to Arwel.jones7@wales.nhs.uk
	Jackie Davies	03000 851459 Band 3 supporting Jackie.davies4@wales.nhs.uk
Surgical:	Caren Davies	03000 851415 Caren.Davies2@wales.nhs.uk
Anaesthetics:	Karen Capon	01248 384177 Karen.capon@wales.nhs.uk
Obstetrics & Gynaecology:	Nerys Jones	01248 385011 nerys.w.jones@wales.nhs.uk
Emergency Department:	Tina Roberts	03000 851055 Tina.Roberts4@wales.nhs.co.uk
MHLDS:	Laura Jordan	03000 857920 Laura.jordan@wales.nhs.uk
	Emma Povey	03000 858221 emma.povey2@wales.nhs.uk
Paediatrics:	Annwen Hope	03000 858611 Annwen.hope@wales.nhs.uk

Looking after your patient: the I.A.W.N. tool



Looking after your ward: the S.O.R.T. tool



Pizza & a p-value?



Would like to try QI ?

Not sure how to start?

Need advice on techniques?

Quality Improvement with a bite?

11 August 13:00 - 14:00 – Postgraduate Centre



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TRAWSNEWID & GWELLIANT
TRANSFORMATION & IMPROVEMENT

christian.subbe@wales.nhs.uk



A warm welcome to all our Locally Employed Doctors (LEDs)

My name is Dr Emma Lloyd-Davies, I am an anaesthetic consultant in Ysbyty Gwynedd and the Programme Director for Locally Employed Doctors.

What is a Locally Employed Doctor?

If you are not on a formal training scheme or employed as a permanent member of staff then you are a locally employed doctor. “Locally Employed Doctor” or “LED” is an umbrella term for doctors who have been employed under titles such as F3, junior or senior clinical fellows or even staff grades. To reiterate - If your contract is not a permanent one and you are not on a training scheme you’re an LED.

I am a Locally Employed Doctor, what does that mean?

Unlike trainees on formal training schemes you are responsible for your own continual professional development. Some of your job offers will have come with dedicated time for supporting professional activities and some will have a clinical focus. Regardless, it is important that you are clear with your clinical lead from the outset of the job what the expectations of you are and what you are entitled to, especially with regards to things such as study leave and study budget.

What is the role of the Programme Director for Locally Employed Doctors (LEDs)?

The purpose of this role is to ensure that you, our LEDs, are provided with robust clinical support, training and professional development during your time with us in Ysbyty Gwynedd. This includes access to formal teaching programmes and opportunities to progress your careers. The programme director for LEDs will also provide support for any doctor who is experiencing difficulty and will work with local education teams to ensure you receive appropriate support where required. The programme director is also the point of contact for any LED who has an unresolved issue in the workplace that is unable to be managed at a local level.

A positive experience

Thank you for coming to work with us here in Ysbyty Gwynedd. We want your experience to be a positive one and I welcome feedback on how we can improve things for our Locally Employed Doctors at any time. If you have any concerns I would encourage you to use your clinical supervisors and departmental clinical leads as a first point of contact for support but I am happy to be contacted for advice on any subject. I look forwards to meeting you all in the near future.

Dr Emma Lloyd-Davies

Anaesthetic Consultant and Programme director for Locally Employed Doctors

Emma.lloyd-davies@wales.nhs.uk or ex 4177

Advocate of Safe Working and Wellbeing

Welcome to Betsi Cadwaladr University Health Board. I would like to introduce myself and my role to you. My name is Dr Maddie Phipps and I have worked at Glan Clwyd for more than 20 years as a consultant in Anaesthesia and Pain Management. In this role, I ensure that the wellbeing of junior doctors is considered on each of the three main hospital sites, particularly during periods of change and during service developments.

Wellbeing

I work with the BCU Director of Medical and Dental Education Clinical Directors for Medical & Dental Education on each hospital site and the Chairs of the Junior Doctor's Fora to ensure that areas of good practise related to wellbeing are shared across the whole organisation. Over the last few months we have worked together on ensuring that everyone has access to hot and healthy food outside normal working hours and that there is accommodation available for you to rest in after a busy night shift so that you don't have to drive whilst tired. We are currently looking to significantly improve the experience of those that are just starting their first job in the UK with us to ensure that is as smooth and as stress free as possible. We are always looking for feedback on this topic to help us – please feel free to pass on ideas to me

We know it can often be very stressful during the first few weeks of a new job so if you are struggling please reach out for help through either your clinical supervisor or the postgraduate staff who are there to help you. The BetsiNet part of the Betsi Cadwaladr UHB Website (available on the desktop of all BCUHB computers) has a large well-being section that gives plenty of advice on getting help [Staff Wellbeing - Home \(sharepoint.com\)](#)

I am also happy to help with individual problems whether they relate to education, employment issues or are of a more personal nature. I can be contacted via the Post-graduate managers on each site or I am happy to be emailed at Maddie.phipps@wales.nhs.uk

Rota Monitoring

Following on from work between the British Medical Association and the Welsh NHS Health Boards it has been agreed that all Trusts in Wales must ensure that all your workload is not excessive and that you are paid for the work that you do. As a result, we need to work with you to look in detail at the hours and intensity of your work during set periods for a week in September and April. You will be sent log ins and will be given training to ensure that this runs smoothly and we can ensure we keep you safe. Please note that taking part in this monitoring is considered to be part of the roles and responsibilities as an employee and your participation is essential and will help us make sure we are getting it right. We work with the BMA to ensure they are happy the process is undertaken fairly and correctly with the outcome to support you.

I look forward to meeting you all.



Dr Maddie Phipps

Advocate of Safe Working and Wellbeing
Betsi Cadwaladr University Health Board

Ysbyty Gwynedd Pharmacy

Pharmacy Opening Times:

Mon-Fri 9am-5pm (TTOs not accepted after 4pm)

Sat-Sun 9am-12.30pm (TTOs not accepted after 12pm)

Out-of-hours: - On-call Pharmacist available when department closed through the bleep 100 holder

Department Location: On the corner by the main H block lifts on the way to the canteen

Ward pharmacists on most wards usually in turquoise uniform. Pharmacy technicians in minty green.

Specialist Medication Information/Advice Helpline (for complex medication queries): (use ward pharmacist where available first) internal ext. 4141 BCU.MedicinesAdvice@wales.nhs.uk 03000 850819 (9-5pm Mon-Fri excluding Bank holidays)

Resources

BNF-available online via NICE or Medicines Complete or download app (paper copies also available)

Microguide- available on intranet or download app

BetsiNet Pharmacy Guidelines section: Clinical Systems drop down menu- medicines- prescribing matters (guidelines in 'therapeutics').

TTO (discharge medication)


Welsh clinical portal MTED.

Print a copy of the TTO, sign it and inform the nursing staff that this has been done. If a pharmacy staff member is on the ward give prescription to them to be processed on the ward. Otherwise the nursing staff will need to inform pharmacy and either a pharmacy member will collect it or nurses will take the prescription, along with the treatment chart and medication to pharmacy, and the verification will be completed in the pharmacy department. Please write the discharge medication list as soon as possible once a discharge is identified [24 hours notice where possible for those on compliance aids ('blister packs', 'pill pouches' etc.), 12pm cut off for same day discharge with compliance aid].


Supplementary charts exist for the following:

- | | |
|------------------------------------------|----------------------------|
| •Chlordiazepoxide for alcohol withdrawal | •Diabetic Ketoacidosis |
| •Gentamicin once daily regimen | •Variable rate insulin |
| •Gentamicin multiple daily dose | •GTN infusion |
| •Neonatal Gentamicin | •Isoprenaline infusion |
| •Vancomycin IV | •IV morphine |
| •Methotrexate | •Immunoglobulins (several) |
| •Unfractionated Heparin | •Warfarin |

Controlled Drugs



Chance to check ➤ **Have you got the right opioid?**



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Have you checked?

Right **Drug**

Right **Formulation**

Right **Strength**

Right **Dose**

Right **Route**

Right **Patient**


MODIFIED RELEASE

Background
analgesia


Regular dosing

MORPHINE

MR capsules


 10mg 30mg 60mg
100mg 200mg

MR tablets


 5mg 10mg
15mg 30mg 60mg
100mg 200mg

OXYCODONE

MR tablets

 5mg 10mg 15mg
20mg 30mg 40mg
60mg 80mg 120mg

MR tablets

 5mg 10mg 15mg
20mg 30mg 40mg
60mg 80mg 120mg


IMMEDIATE RELEASE

Breakthrough
analgesia


PRN

MORPHINE

IR tablets


 10mg 20mg
50mg

IR liquid


 10mg/5mL
oral solution
= 2mg/mL


OXYCODONE

IR capsules


 5mg 10mg
20mg

IR liquid


 5mg/5mL
oral solution
= 1mg/mL

 All CDs must have an independent second check

Adapted with permission from Grater Glasgow & Clyde NHS trust



Pharmacy Fast Facts ➤ **Prescribing Controlled Drugs**



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Additional Legal requirements

Total quantity in words and figures

eg Sixty (60) capsules

Include formulation

eg tablets, capsules, liquid etc

Date

Sign & print name

Commonly prescribed Controlled Drugs

Drug	Formulation	Frequency	Commonly used strengths	Pack size
Morphine	MR capsules	Twice a day	10mg, 30mg, 60mg	60
	MR tablets		5mg, 15mg	60
	IR Liquid	Prn (state interval time)	10mg/5mL	100mL
	IR Tablets		10mg	60
Oxycodone	MR tablets	Twice a day	5mg, 10mg, 20mg	56
	IR Liquid	Prn (state interval time)	5mg/5mL	250mL
	IR capsules		5mg, 10mg	56
Tramadol	Capsules	Up to qds prn	50mg	30
Gabapentin	Capsules	Up to tds	100mg 300mg 600mg	100
Pregabalin	Capsules	Up to tds	25mg, 50mg, 75mg, 150mg, 300mg	56
Fentanyl	Patch	Every 72hrs	12mcg/hr 25mcg/hr 50mcg/hr 75mcg/hr 100mcg/hr	5

Frequency of prn immediate release preparation dependant on individual patient factors.
e.g. opioid naive, tolerability, renal function etc

MR: Modified release
IR: Immediate release



Get Library Help

You can talk to a Library specialist during library office hours. The office is situated within the library.

TEL:

01248 38 4191

Email:

BCU.LibraryWest@wales.nhs.uk

YOUR LIBRARY



24/7 Library access 365 days of the year using your Health Board Identity Badge.

Library membership is available for all employees of Betsi Cadwaladr University Local Health Board.

Membership is also available to all health professionals based in North Wales, including community pharmacists, practice nurses and medical/dental students.

LIBRARY OFFICE HOURS: Monday to Friday - 09:00 - 17:00

BCUHB LIBRARY WEST

Your library is located on the first floor of the H block at YG.



1 IT ZONE

2 PRINT / COPY / SCAN

3 LIBRARY SUPPORT

4 BOOK COLLECTION

5 QUIET ROOM

6 STUDY ZONE



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BCUHB Libraries



www.bcu.wales.nhs.uk/library



www.bcu.wales.nhs.uk/library



BCUHB_Libraries



BCUHLibraries

SPACES FOR YOU

IT Zone

Over 15 Health Board PCs available. All accessible with your Health Board NADEX username and password.

PC Skills Suite

Equipped with 11 Health Board PCs, a large screen and whiteboard. This room is perfect for all your IT related training. Bookable by contacting Library Staff.

Study Zone

Large study area suitable for group and individual work or study. Perfect for low volume conversation.

Quiet Room

A quiet place for individual work or study

EVIDENCE AT YOUR FINGERTIPS

FIND THE INFORMATION YOU NEED

To find online and print books, journal articles and other resources, visit the library or use your library's intranet or internet homepage:

INTRANET:

www.bcu.wales.nhs.uk/library

INTERNET:

www.bcu.wales.nhs.uk/library

BORROWING FROM THE LIBRARY

Use your Library's Self-service machine to borrow, renew or return books 24/7.

- Most of the library's book stock is available for 4 week loans with up to 3 renewals.
- Can't find an item you need? Make use of your Library's Inter-Library loan service and a Librarian will track down and find the item for you.

NHS WALES E-LIBRARY

The NHS Wales E-Library for Health is the place to find electronic evidence based information such as articles, book chapters, guidelines.

- <https://elh.nhs.wales>

SUPPORT

You can get advice and help with:

- Finding evidence - Searching bibliographic databases
- Accessing electronic resources
- Critical appraisal
- Writing for publication
- References and citations

DROP-IN FOR FACE TO FACE SUPPORT

Visit the library between Monday - Friday, 9am - 5pm where library staff will be happy to help support you with your information needs.

BOOK A LIBRARIAN

For advice and guidance on a wide range of subject specific enquiries. Email BCU.LibraryWest@wales.nhs.uk to book an appointment.

TRAINING SESSIONS

We can provide group or one-to-one training sessions at the library, your place of work or virtually.

IT SUPPORT

Get support on how to use a referencing software (Endnote) and point of care tools. You can also come to us with basic IT queries.

YOU CAN...



ACCESS RESOURCES FROM WORK

Using your 'NADEX' username and password to access any PC within the library...

- Access eBooks, e-Journals Bibliographic Databases, Point of Care Tools + more via NHS Wales e-library for Health
- Check your NHS email
- Access ESR (Electronic Staff Record) and mandatory e-Learning.



CONNECT TO WIFI

Your library is equipped with Wifi facilities for both personal and Health Board devices. Grab a study space and get connected!



PRINT / COPY / SCAN

Colour and mono printing is available from any of the Library PCs. Photocopying and scanning facilities are also available within the library.



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ROYAL
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PHYSICIANS *of*
EDINBURGH

TOP TIPS FOR NEW DOCTORS

RCPE Evening Medical Update

Live online at 18:30 on Tuesday 26 July 2022

Organised by the Trainees & Members' Committee

Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh, EH2 1JQ

Chairs

Dr Georgina Phillips & Dr Libby Sampey - Trainees & Members' Committee

18:30 FY1 top tips: how to survive your first day as an FY1

Dr Libby Sampey, Foundation Year 2 Doctor, South East Scotland

18:45 FY1 top tips: practical advice and portfolio

Dr Ronak Shah, Clinical Teaching Fellow, Imperial College Healthcare NHS Trust & IMT Trainee, London NW Thames (from August 2022)

19:00 How to deal with deteriorating patients

Dr Marilena Giannoudi, ST4 Clinical Academic Fellow in Cardiology, West Yorkshire Deanery

19:15 Thriving beats surviving: navigating your first year as a doctor

Dr Charlotte Squires, Specialist Trainee in Geriatric Medicine, Edinburgh

19:30 Q&A with all speakers

For further details and to book online:

events.rcpe.ac.uk

EPRO DIGITAL DICTATION SYSTEM

What is EPRO?

Epro is a fully digital dictation system which allows the user to access patient records across the Betsi hospitals (Central – Glan Clwyd, West – Ysbyty Gwynedd and East – Wrexham Maelor) as well as provide digital dictations for typing within the department you will be based. The ability to approve these documents is also available in the system.

When to use EPRO

Dictations are produced in EPRO using the patient identifying number for the area you are based in (commonly called a CRN number). Each area has a different code – Central patients have the prefix of G or B. West patients have a prefix of D or B. East patients have a six or seven digit number without a letter prefix. This number is shown on all patient records. You can produce the dictations in EPRO using this patient identifier. This can be in inpatient or outpatient setting (rules vary within departments) but all dictations produced in EPRO are linked to a patient.

How to book on to a training session

If you need to book a training session for an author (clinician), please contact the Senior Systems Administrator, Kelly Roberts (Kelly.roberts@wales.nhs.uk) and provide your full name, full job title, nadex number along with your department and hospital. You will be contacted with available dates and times of training sessions which are conducted via teams.

To book a place there is an email address on the linked poster below from the Clinical Audit Support Centre. "The fabulous Jane Higgs will be looking in more detail at SEIPS – Safety Engineering Initiative for Patient Safety. SEIPS is starting to emerge as the number 1 human factors framework. To find out more and/or to book your place, click [here](#)."



The summer is here!

Hello everyone,

With so much happening out there in the world of clinical audit and QI and with people telling us how busy they are, we have decided to opt for a short e-Postcard for July rather than a full newsletter. This will take a maximum of three minutes to read!

It was great to see local teams getting involved with #CAAW22 and we noted all sorts of wonderful initiatives from short films to awards to awareness raising training and stands. That said, there have been some disappointments. Once again #CAAW22 felt very hospital dominated and we didn't observe any engagement from primary care or social care. Twitter activity was hard to gauge compared to previous years, but in the main it felt like the 'usual suspects' speaking. HQIP's awards were a success - we encourage people to find out more [here](#). It is a shame that no award could be made in the Patient Advocate category, plus we still await details on how many nominations were received across the five awards.

With #CAAW22 now firmly in the rear-view mirror, we turn our attention back to our popular Learn at Lunch online seminars. These took a break in May and June as we worked on #CAAW22 but we are delighted to kickstart these again on 9 August. The fabulous Jane Higgs will be looking in more detail at SEIPS - Safety Engineering Initiative for Patient Safety. SEIPS is starting to emerge as the number 1 human factors framework. To find out more and/or to book your place, click [here](#).

We are also delighted to be able to announce that in partnership with Healthcare Conferences UK we have set up the first online access anytime clinical audit training. This allows learners to find out more about clinical audit at a time that suits them. Learning is highly interactive. Films, case studies, audio clips, best practice guidance, assessments, etc. are used to help bring clinical audit to life. By working through the online module, learners can gain a certificate of study and will understand how to lead an effective audit project. To find out more, click [here](#).

We wish you all an enjoyable July! Tracy and Stephen

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[Clinical Audit Support Centre Limited](#), Blaby Business Centre, 33 Leicester Road, Blaby, Leicester, LE8 4GR.

Email: info@clinicalauditsupport.com | Phone: 0116 264 3411.







MoneyHelper is here to help, so you can move on with life. We provide clear money and pension guidance online and over the phone. We can also point you to trusted services, if you need more support. Money help all in one place, that's free to use.

Everyday money

Guidance on choosing and running a bank account, planning your finances and cutting costs.

 **Budget planner**



-  Household bills
-  Buying and running a car
-  Living costs
-  Credit and purchases
-  Insurance
-  Banking

Saving

How to save money, types of savings accounts and getting started with investing.

 **Savings calculator**

- How to save money
- Types of savings
- Investing

Work and benefits

Understanding your employment rights, dealing with redundancy, benefit entitlements and Universal Credit.

 **Money manager for Universal Credit claimants**

 **Redundancy pay calculator**

- Help with your benefits
- Tax and your pay
- Child Benefit
- Redundancy
- Universal Credit
- Self-employment
- Employment basics

Homes

Paying for our home is normally our most expensive outgoing. That's why we've put together a section on understanding your money when buying or renting.

 **Mortgage calculator**

 **Mortgage affordability calculator**

 **Stamp Duty calculator**

Buying

- Help to buy a home
- Understanding mortgages
- Re-mortgaging or switching your mortgage
- Borrowing in later life

Renting

- How much rent can you afford?
- Financial and legal responsibilities if you rent

Money troubles

If you're having problems with debts, need to make a complaint about a financial service or are worried about being scammed.

 **Money navigator tool**

 **Debt advice locator**

 **Credit card calculator**

 **Loan calculator**

- Ways to pay off debts
- Money problems and complaints
- Help if you're worried about bills and payments
- Coronavirus money worries
- Scams

Family and care

Big money decisions often need to be made when looking after family members, expecting a baby, or you've got family problems like illness, divorce or bereavement.

Baby costs calculator

Baby money timeline

- Maternity and paternity rights
- Having a baby
- When someone dies
- Divorce and separation
- Making a will
- Long-term care
- Care advice and help
- Illness and disability

Pensions and retirement

Whether you're just starting to think about your retirement, are about to retire, or have been retired for some time.

Workplace pension contribution calculator

Pension calculator

Retirement adviser directory

Annuities comparison table

- Pension basics
- Auto-enrolment
- Building your retirement pot
- State Pensions
- Tax and pensions
- Taking your retirement pot

Got a question about your money or pensions?
There are lots of ways you can talk to us:



Web chat

Use our online web chat service to find quick answers.

moneyhelper.org.uk

Monday to Friday – 8am to 6pm
Saturday – 9am to 3pm
Sunday and Bank Holidays – closed



Call us

Give us a call for free and impartial money and pensions guidance.

0800 138 7777*

Monday to Friday – 8am to 6pm
Saturday, Sunday and Bank Holidays – closed

* Calls are free



WhatsApp

Need help sorting out your debts, have credit questions or want pensions guidance?

Add **+44 7701 342744**

to your WhatsApp and send us a message.

Single Lead Employer | Cyflogwr Arweiniol Sengl

Contact Details | Manylion Cyswllt

Phone | Ffon:

01443 848533 / 01443 848602

<u>For Trainees</u>	
<u>Training Group</u>	<u>Email Address</u>
ACCS	accs@single-lead-employer.zendesk.com
Anaesthetics	anaesthetics@single-lead-employer.zendesk.com
Clinical	clinical@single-lead-employer.zendesk.com
Core Medicine	Coremedicine@single-lead-employer.zendesk.com
Children & Women	CW@single-lead-employer.zendesk.com
Dental	Dental@single-lead-employer.zendesk.com
Foundation	Foundation@single-lead-employer.zendesk.com
GPST	GPST@single-lead-employer.zendesk.com
Higher Medicine	highermedicine@single-lead-employer.zendesk.com
Medical	medical@single-lead-employer.zendesk.com
Pharmacy	Pharmacy@single-lead-employer.zendesk.com
Surgical	Surgical@single-lead-employer.zendesk.com
General Support	Support@single-lead-employer.zendesk.com

<u>For Hosts / HEIW</u>	
<u>Team</u>	<u>Email Address</u>
HEIW General	heiw@single-lead-employer.zendesk.com
HEIW Interface	heiwinterface@single-lead-employer.zendesk.com
Absence reporting	absence@single-lead-employer.zendesk.com

Please use these contact details from 03/05/2022. All emails sent to our @wales.nhs.uk generic email address will not be read after this date.



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REQUESTS FOR PERSONAL EMAIL NOTIFICATIONS

TRAINING GRADE DOCTORS

August 2022 – August 2023

Name GMC

Hospital Base Grade

Specialty/ies/...../.....

Personal/preferred email@

Please add me to the CIRCLE AS APPROPRIATE:

Grade:

Specialty:

FY1 FY2 FY3/LEDs IMT SpR Surgical Medicine GPST Paeds MHLDS ED

(NB: all addresses will also be uploaded to the junior doctor distribution list)

I agree that my personal email address may be used for the purposes of notification of educationally-related topics eg CPD, core curricula activities and urgent non-educational notifications. I understand these personal details will not be passed on to anyone outside the Postgraduate Centre Team.

I understand the details given herein will be deleted from this mailing list at the beginning of August 2022.

Signed

Date

Please return this form to Jean Williams, Postgraduate Medical Education Manager, Ysbyty Gwynedd,
Bangor, LL57 2PW. Tel: 01248384621
(or via email to jean.williams3@wales.nhs.uk)

Are you ok?

The new BCUHB Staff Wellbeing Support Service (SWSS) is here for you, with a range of resources and support - from help with staying well at work, to providing specialist support for your mental health.

Ways to find out more:

- Search 'Staff Wellbeing' on the BetsiNet homepage
- Contact our support advisors on: 03000 854599
- Or use the QR code below on your mobile device



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Betsi Cadwaladr University Health Board Pathology
Department
Adran Patholeg Bwrdd Iechyd Prifysgol Betsi Cadwaladr

Hospital Transfusion Team
Blood Sciences
Pathology
Ysbyty Gwynedd Bangor

Telephone No ext 4648 & bleep 815
Gofynnwch am / Ask for: Eithne

E-bost / Email: Eithne.hughes@wales.nhs.uk

Dyddiad / Date: June 2022

Blood Transfusion Services at Ysbyty Gwynedd

Dear New Medical Staff Starter,

The Hospital Transfusion Team would like to welcome you to **Ysbyty Gwynedd**. There is a Blood Bank on this site, which is staffed around the clock by a Biomedical Scientist covering all of Haematology. You will have an opportunity to attend the blood transfusion induction on August 3rd. If you have any questions please get in touch.

Transfusion Intranet Pages links are :-

[Blood Transfusion Protocols \(sharepoint.com\)](#)

[Transfusion training \(sharepoint.com\)](#)

Blood Bank contact details are 9-5pm ext 4368 and out of hours Bleep 043

In order for to comply with the Welsh Government WHC 2007 042, Karen Mottart the Medical Director and the Hospital Transfusion Team require you to declare if you have completed or require the training as detailed below.

Please could you complete and return the slip attached to confirm what is required.

(E-learning Registration instructions are overleaf)

Medical Staff Blood Transfusion Training Needs Questionnaire 2022

Print Name

Specialism

Job Role

Email address

I have completed:

1. Blood Transfusion update including prescribing/authorising of blood in the last 3 years
Yes or No (required). Date and Place completed?
2. Competency on Pre-transfusion sampling & request form completion in the last 3 years
Yes or No (required). Date and Place completed?
3. Training in Electronic Blood tracking system/Telepath? **Yes or No (Training required)**

Signature

Instructions for logging on to Learn Blood Transfusion E-learning

E-learning	L1 Safe Transfusion Practice	L2 Blood Component indication for use	Consent for Blood Transfusion	Transfusion reactions	Anti-D	GMP for Blood bank	Cell salvage	All Wales Pre-transfusion sampling assessment	
Doctors	X	X	X	Optional				X	

This excellent E-learning package written by NHS Scotland is approved for use by the NHS across the UK. This package is on the NHS Wales priority list.

Web address is www.learnbloodtransfusion.org.uk

1. On the left side of the screen click a blue tab "Click here to register pro NHS"
2. Read and agree to Terms & Conditions
3. Enter personal details (this site is secure and approved by NHS Wales) For the user name use your email address. For unique ID use your staff no or other unique ID
4. The next page asks you to select your location. Please select
 - Select NHS Wales
 - Betsi Cadwaladr University Health Board
 - Select base hospital, Ysbyty Gwynedd etc...
 - Medical Staff
 - The next tab asks you to select your Job role- i.e. FY1/Fy2 etc
5. Select next-You are now registered
6. Log in & Select modules as indicated above.
7. If you need any assistance please contact Eithne.hughes@wales.nhs.uk

MEDICAL INDUCTION 2022 – SUPPORT SERIES

LECTURE THEATRE, YSBYTY GWYNEDD, LL57 2PW
01248 384621

14:00 ON FRIDAY 5th AUGUST 2022

GMC: 'WELCOME TO UK PRACTICE'

Mr Ian Jones - Regional Liaison Adviser - North Wales, Cheshire and Merseyside

What is Welcome to UK practice?

This free workshop is designed to support doctors new to the UK. Adapting to UK practice can be difficult for any doctor, regardless of where you're from or how experienced you are. You will get practical advice, and explore different ethical scenarios that you may encounter. And you will learn more about our key standards and guidance.

Is the workshop for you?

If you gained your primary medical qualification outside of the UK, and registered with a licence to practise within the last 12 months, then this workshop is for you. If you are still in the application process, including taking PLAB, please do not book onto a workshop until you have had your application approved. We know doctors are under considerable pressure at the moment so there's no obligation for you to attend. But, if you find you do have the time, this workshop is a great way to learn more about practising medicine in the UK.

How will the workshop help you?

Guidance

Get practical guidance around a series of real-life ethical scenarios, including areas where you'll encounter differences in the UK, such as consent, confidentiality, raising concerns, care for children and young people, and prescribing.

Confidence

Be more confident to make the right choices when facing difficult ethical situations.

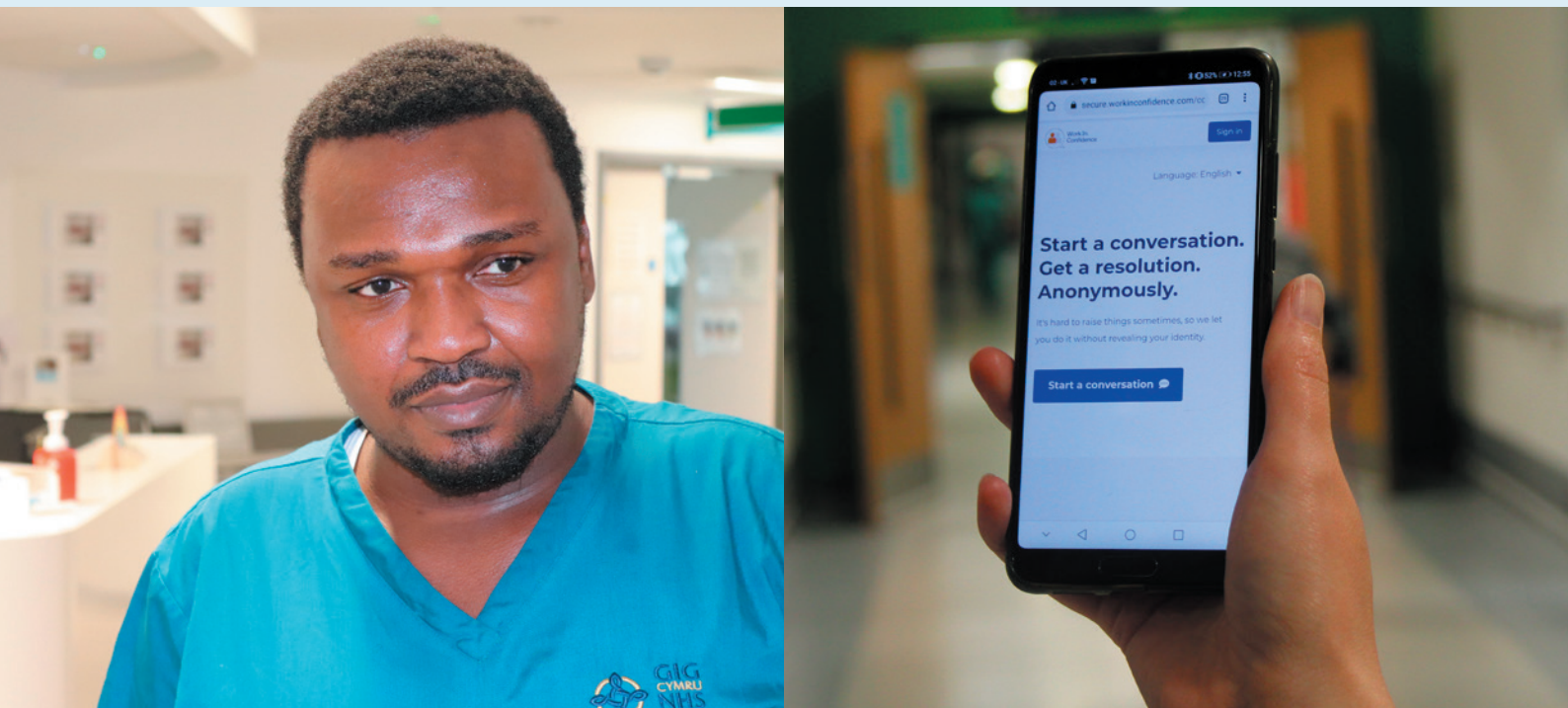
Get support

Meet a member of our outreach team, and have your questions answered by someone with a wealth of experience.

Programme

- Welcome and introduction to the GMC and how we can help you
- An introduction to our guidance and learning resources
- Hello my name is... – getting to know each other
- What makes a good doctor?
- Doctors share their experience of starting out in UK practice and learn about the duties of a doctor in the UK Ethical scenarios.
 - What would you do?
 - How can our guidance help you?

**PLEASE RESERVE YOUR PLACE VIA BCU.PostgraduateCentreWest@wales.nhs.uk
or pop in to the Postgraduate Centre and speak to one of the PG Team.**



Something you need to tell us about? Start a conversation **Anonymously**

It's hard to raise things sometimes, so we let
you do it without revealing your identity.



Start a conversation at
<https://speak2us.at/bcuhb>



Registering with a personal email? Use the code **bcuhb2021**

MEDICAL INDUCTION 2022

DR HELEN SALTER, FACULTY LEAD (West)

Welcome to Ysbyty Gwynedd!

I'm Dr Helen Salter and I'm a Consultant in Emergency Medicine and the Faculty Lead for Ysbyty Gwynedd. The Faculty Lead post is a role in medical education - I am paid by HEIW for half a day a week to be responsible to HEIW and to the hospital for ensuring you have good training.

I work with the Medical Education Team, individual departments and hospital management to improve training. So, if you have any concerns about your training that you can't resolve don't hesitate to get in touch. I will normally be available on Tuesday afternoons but you can contact me by email helen.salter@wales.nhs.uk or via the Postgrad Centre team.

There is some more information on the Faculty Lead role and how to raise concerns on the HEIW website. There's also a useful video and details of HEIW open and how to contact them heiw.open@wales.nhs.uk

Link here:

<https://heiw.nhs.wales/support/quality-management/raising-training-concerns/>

This is the link to the Civility Saves Lives website:

<https://www.civilitysaveslives.com/>

The Brain Goldman TED talk "Doctors make mistakes; can we talk about that"

https://www.ted.com/talks/brian_goldman_doctors_make_mistakes_can_we_talk_about_that?language=en

I look forward to meeting you at some stage and am confident you will be very happy here at Ysbyty Gwynedd.

Dr Helen Salter
Consultant in Emergency Medicine
Faculty Lead (West)



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Hyfforddiant y Gymraeg BIPBC / BCUHB Welsh Language Training

Mae hyfforddiant iaith Gymraeg wedi cael ei nodi yn flaenoriaeth er mwyn sicrhau bod digon o gapasiti i ddarparu gwasanaethau'n ddwyieithog. Mae rhoi'r cyfle i staff ddatblygu eu sgiliau Cymraeg yn angen sefydliadol.

Mae gennym diwtor llawn amser a swyddog cefnogi hyfforddiant sy'n darparu ystod wahanol o gyrsiau a grwpiau sgwrsio i staff y Bwrdd Iechyd ar draws Gogledd Cymru.

Welsh language training has been identified as a key priority to ensure we have the capacity to deliver services bilingually. Providing staff with the opportunity to develop their Welsh language skills is an organisational need.

We have a full time tutor and a Welsh language training support officer who provide a variety of courses and chat groups for the Health Board staff across North Wales.

<i>Enghreifftiau o gyrsiau ar gael.</i> Example of Courses available	<i>Lefel</i> Level	<i>Gwybodaeth ychwanegol</i> Extra information
<i>Cwrs blasu ar-lein</i> On-line taster course	<i>Mynediad</i> Entry	<i>Cwrs 10 awr hunan-astudio ar –lein.</i> 10-hour self-studying on-line course.
<i>Cwrs hunan-astudio ar-lein 60-awr</i> 60-hour self-studying on-line course	<i>Mynediad 1</i> <i>Mynediad 2</i> <i>Sylfaen 1</i> Entry Part 1 Entry Part 2 Foundation Part 1	<i>Cefnogaeth tiwtor ar gael.</i> Tutor Support Available. <i>Blwyddyn i gwblhau'r 60 awr.</i> A year to complete the 60 hours.
<i>Gwersi wythnosol (rhithiol)</i> Weekly lessons (virtual)	<i>Pob Lefel</i> Every level	<i>Rhithiol dros Teams efo Tiwtor BIPBC</i> Virtual over Teams with BCUHB Tutor <i>Bloc o 10 wythnos</i> Block of 10 weeks
<i>Cyrsiau Preswyl Nant Gwrtheyrn.</i> Nant Gwrtheyrn Residential Courses.	<i>Canolradd</i> <i>Uwch</i> <i>Gloywi</i> Intermediate Higher Proficiency	<i>Cyrsiau Dwys 5 niwrnod</i> Intense 5 day courses <i>Llety, bwyd a'r cwrs –AM DDIM!</i> Accommodation, food and course – For FREE! <i>Dan ofal tiwtor profiadol Nant Gwrtheyrn.</i> Led by an experienced Nant Gwrtheyrn tutor.



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Tiwtor y Gymraeg
Welsh Language Tutor
Beth Wyn Jones



BCU.TiwtoryGymraeg@wales.nhs.uk
BCU.WelshLanguageTutor@wales.nhs.uk



Ffrindiau Dysgwyr Cymraeg Betsi
Betsi Welsh Learners Friends



Tiwtor y Gymraeg Betsi Cadwaladr





User Guide – Linking your Medic on Line account to the ME App



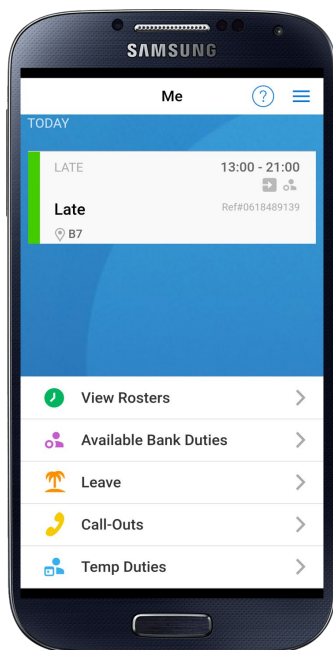
Allocate Me

Allocate Me is an app that provides you with complete visibility of your work schedule and makes it easier to manage.

You have Medic Online access so are ready to link with Allocate Me.

With Allocate Me you can:

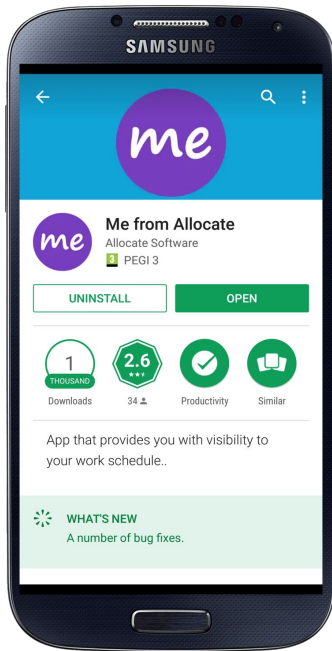
- n Quickly view your daily work schedule
- n Improve your work-life balance by requesting shifts on future rosters
- n Manage your annual leave in seconds
- n Book bank duties on the move with just a swipe-and-tap
- n View your time sheets



Get Started With AllocateMe

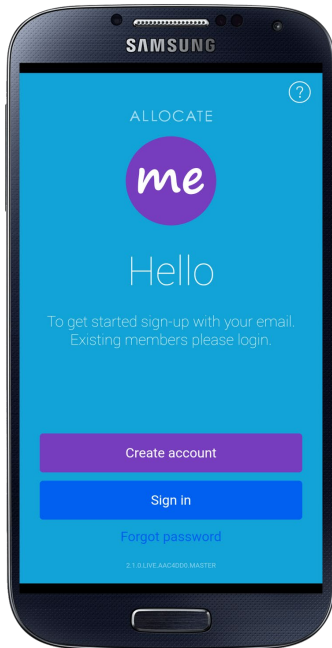
Install Allocate Me

1. Download the app from the App Store or the Play Store.

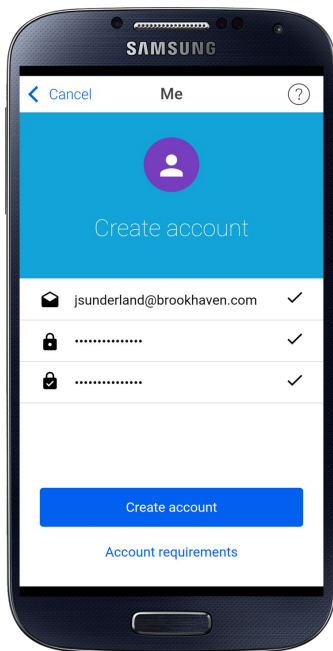


Create An Allocate Me Account

1. Open Allocate Me, then tap Create Account.



2. In Email, type your email address.
In Password and Confirm Password, type a password.
Tap Create Account.



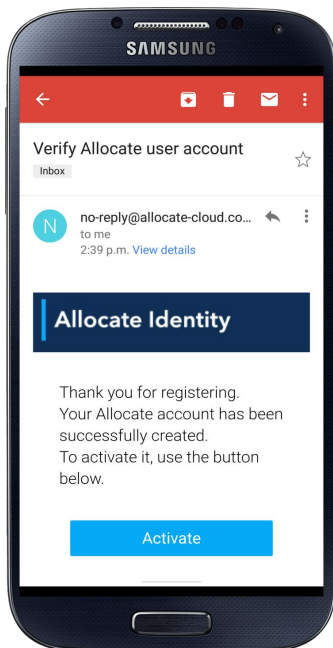
Allocate Me sends an activation email to your email address.

Note

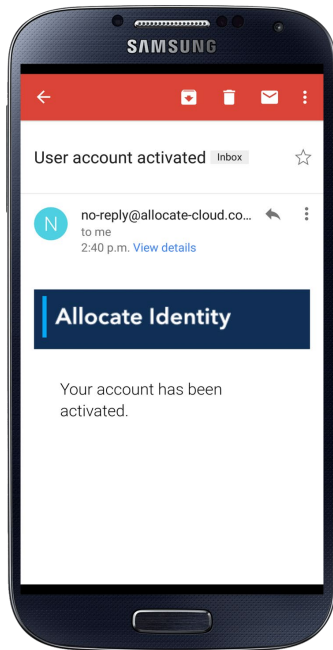
Your password must contain the items that follow.

- n at least eight characters
- n at least one upper case letter
- n at least one lower case letter
- n at least one number

3. Open the email that Allocate Me sent to your email address, then tap Activate.

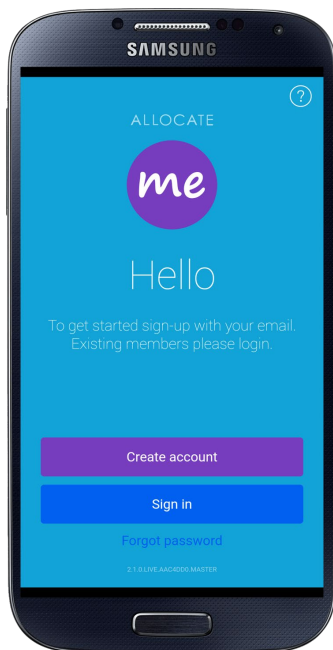


Allocate Me sends a confirmation email to your email address.

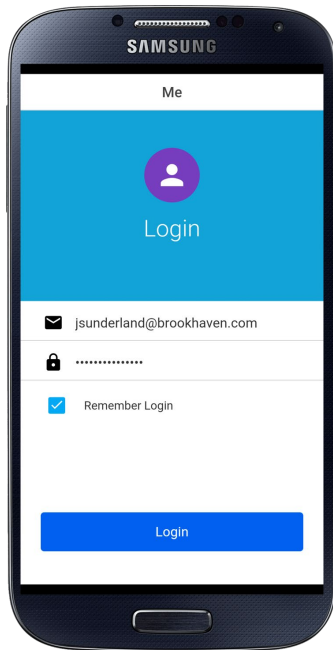


Sign In To Allocate Me

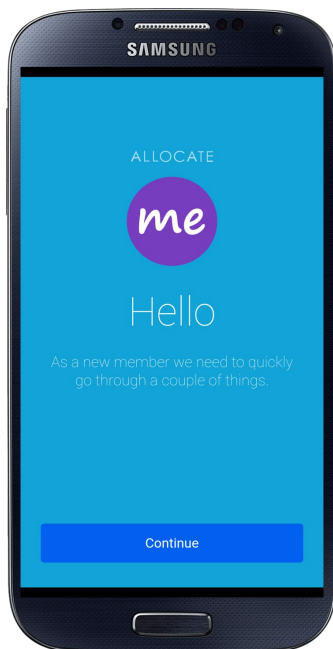
1. Open Allocate Me, then tap Sign In.



2. In Email, type your email address.
In Password, type your password.
If you want Allocate Me to remember your email address and password, check the Remember Login box.
Tap Login.



3. If this is the first time you have signed in to Allocate Me, tap Continue.



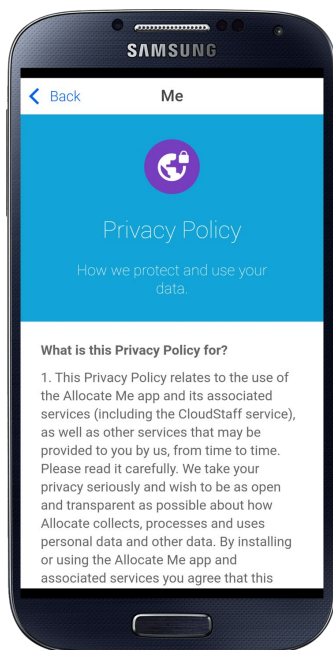
Allocate's Privacy Policy

The first time you sign in to Allocate Me, it displays our privacy policy.

1. Read the privacy policy.

If you want Allocate to send you emails about their latest news and developments, tap Keep Me Informed.

If you do not, tap No Thanks.

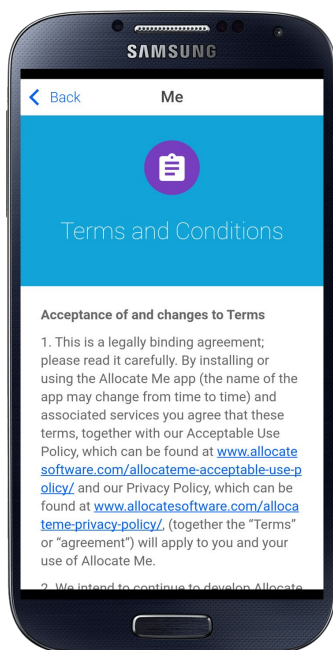


Allocate Terms And Conditions

The first time you sign in to Allocate Me, it displays our terms and conditions.

1. Read the terms and conditions.

If you agree to the terms and conditions, tap I Accept.



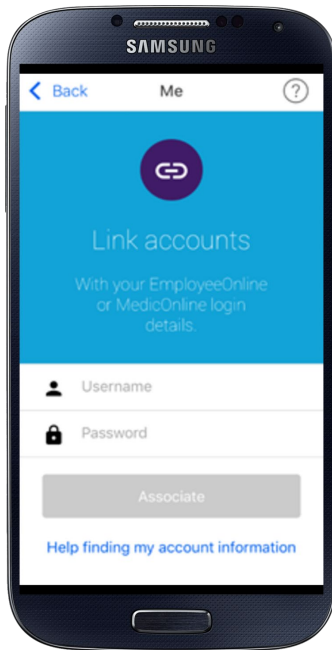
Enter BCUHB

The first time you sign in to Allocate Me, you must enter the BCUHB in search Organisation
Once Selected tap Next

Associate Your Employee Online Account With Your Allocate Me Account

You need to associate your Medic on Line account with your Me Ap

1. In Username, type your Medic Online username.
In Password, type your Medic Online password.



Tap Associate.



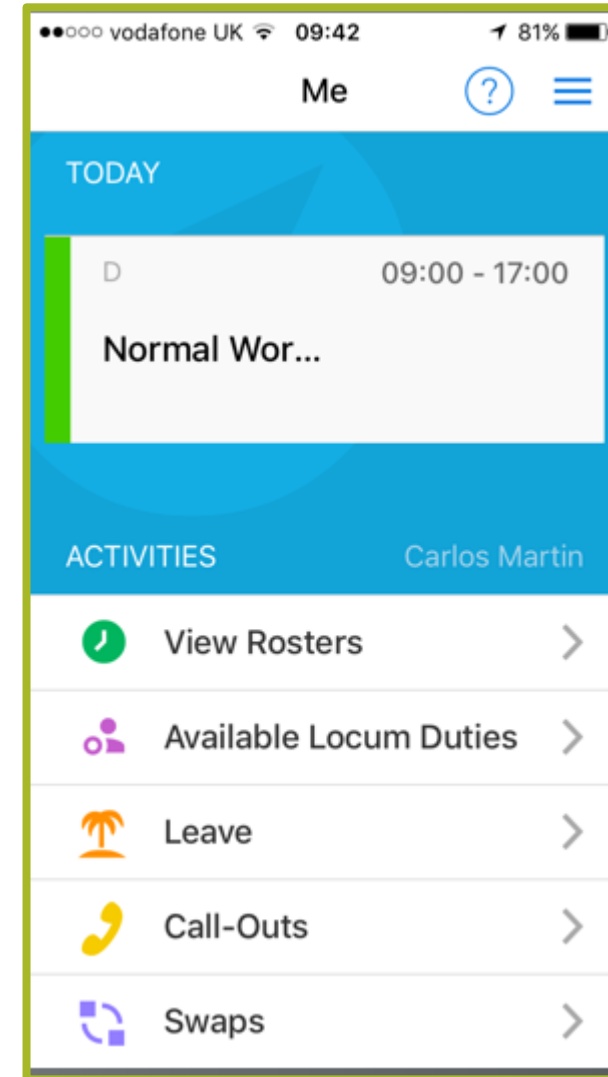
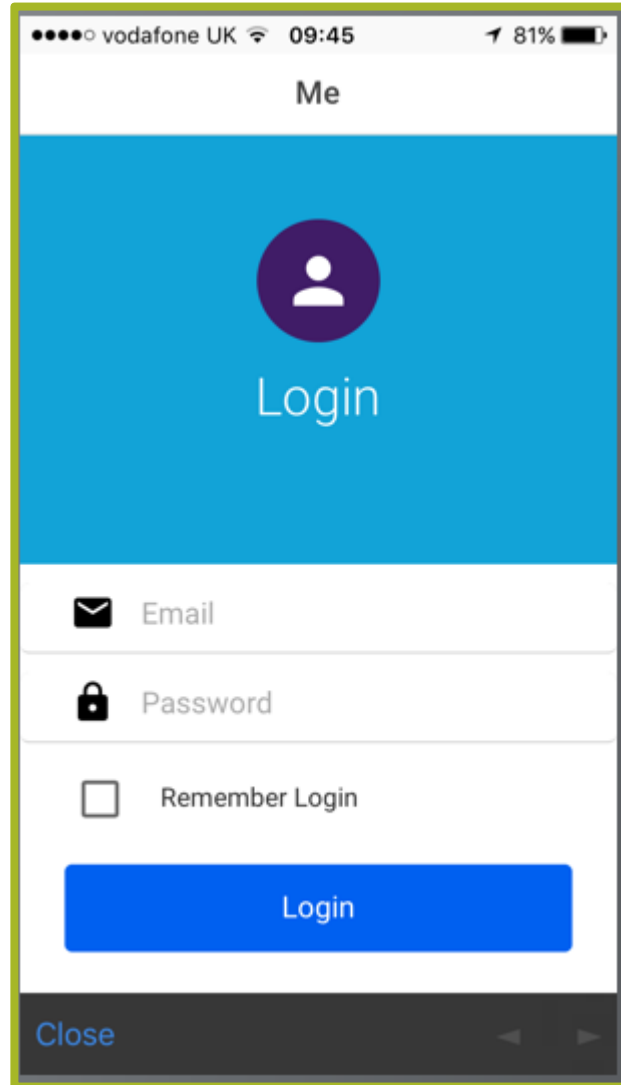
Medic Online - ME App

The ME app can be downloaded from the **Google Play Store** and **Apple app store**.

A desktop (web browser) version is also available **www.allocateme.com**



Login Screen






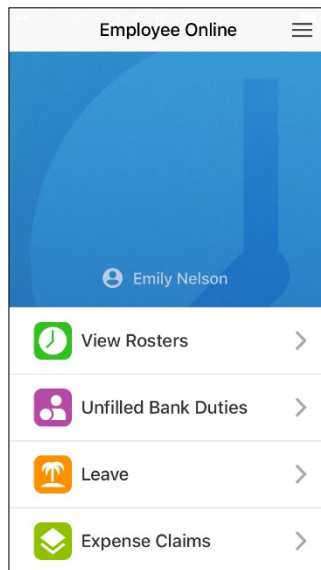
View Rosters



1

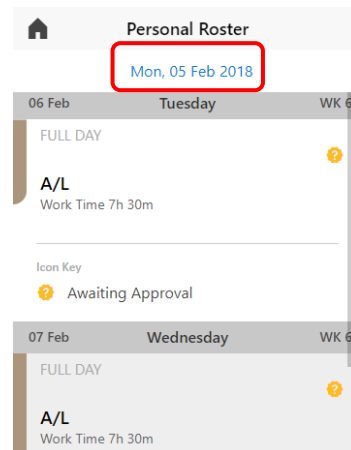
Select **View Rosters** on the home screen.

Note: Tap  at any time to return here.

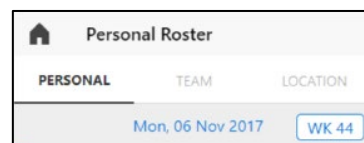


2

Your **Personal Roster** will be shown. Scroll down to view rosters for future dates, or tap the current date, then select the date you want.

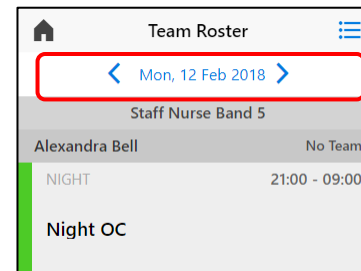


Note: If you have the relevant permissions, you will see the week number of each roster. Tap it if you want to see the roster for a different week



3

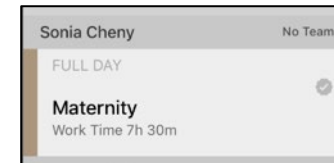
Select the **Team** button at the bottom of the screen in order to view your team's rosters. You can use the arrows to move forwards and backwards to different dates



Note: If you have the relevant permissions, tap a duty to see the phone number and email address of the person assigned to the duty

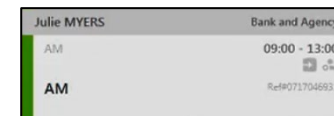


If someone is unavailable for a shift, EmployeeOnline displays that, too



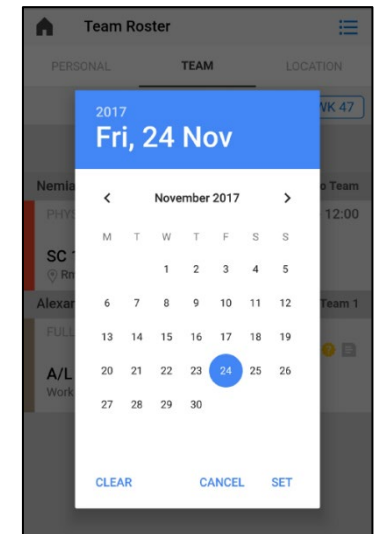
Note: If you don't have the relevant permissions, you might not see the reason that they are unavailable

EmployeeOnline Mobile also displays the bank, agency and external employees on your team that day



4

If you want to view your team's rosters for a different date, first tap the current date, then tap the date you want.



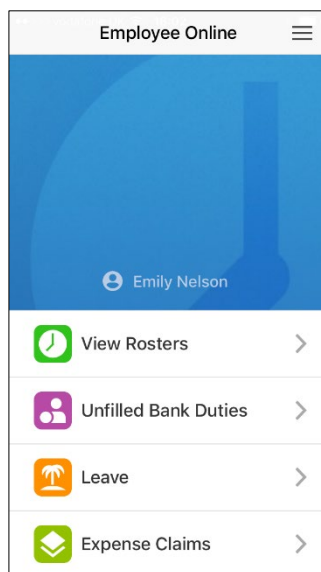


Leave



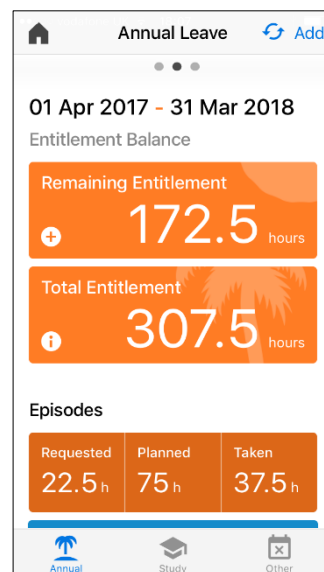
1

Select **Leave** on your Screen



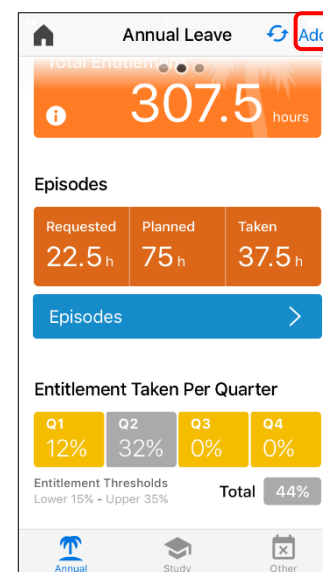
2

The **Annual Leave** screen will be shown. You can scroll down to view the **Entitlement Taken Per Quarter**.



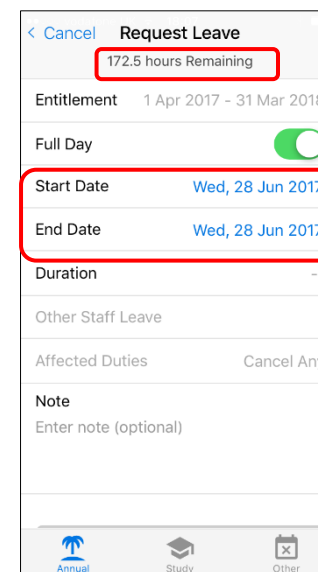
3

Select the **Add** button in the top right hand corner of the screen.



4

Complete the **request Leave** screen by entering the **Start Date** and **End Date**. Your remaining hours of leave are shown at the top of the screen.



Requesting Annual Leave Cont'd

5

When you have entered your **Start Date** and **End Date**, the **Other Staff Leave** will become available to view. Select **Other Staff Leave**.

< Cancel

Request Leave

172.5 hours Remaining

Entitlement

1 Apr 2017 - 31 Mar 2018

Full Day

☒

Start Date

Mon, 31 Jul 2017

End Date

Thu, 03 Aug 2017

Duration

4 days

Other Staff Leave

>

Affected Duties

Cancel Any >

Note

Enter note (optional)

Annual

Study

Other

6

The **Other Staff Leave** screen will be shown. You can scroll down to view other staff colleagues.

< Back

Other Staff Leave

31 Jul - 3 Aug 2017

Staff Leave Allocation

Per Week

23%

31 Jul - 06 Aug

☒ B. Yater

24 Jul - 6 Aug

☒ N. Richards

24 Jul - 6 Aug

☒ M. Walters

24 Jul - 6 Aug

☒ M. Brown

31 Jul - 2 Aug

☒ J. Green

1 - 3 Aug

☒ T. Coleman

3 - 5 Aug

Annual

Study

Other

7

Check your **Affected Duties** if any and then select the **Submit Request** button.

< Cancel

Request Leave

172.5 hours Remaining

Start Date

Mon, 31 Jul 2017

End Date

Thu, 03 Aug 2017

Duration

4 days

Other Staff Leave

>

Affected Duties

Cancel Any >

Note

Enter note (optional)

Submit Request

Annual

Study

Other

8

If there are **Warnings** the screen below will be shown. If there are no warnings then the screen to the right will be shown. Click on **Close** and the **Warnings** screen will appear. Select the **Finish** button

< Cancel

Request Leave

172.5 hours Remaining

Start Date

Mon, 31 Jul 2017

End Date

Thu, 03 Aug 2017

Duration

4 days

Other Staff Leave

>

Affected Duties

Cancel Any >

Note

Enter note (optional)

Request Submitted

Awaiting Approval With Warnings

Mon, 31 July 2017 to Thu, 03 August 2017 4 days

Close

Submit Request

Annual

Study

Other

Request Leave

142.5 hours Remaining

Start Date

Mon, 30 Oct 2017

Request Submitted

Awaiting Approval

Mon, 30 October 2017 to Fri, 03 November 2017 5 days

Close

Submit Request

Annual

Study

Other

Annual Leave

Finish

Warnings

Cannot have more than 4 people on AnnualLeave - A/L on 31/07/2017.

Cannot have more than 4 people on AnnualLeave - A/L on 01/08/2017.

Cannot have more than 4 people on AnnualLeave - A/L on 02/08/2017.

Cannot have more than 4 people on AnnualLeave - A/L on 03/08/2017.

Warnings are advisory, indicating the leave

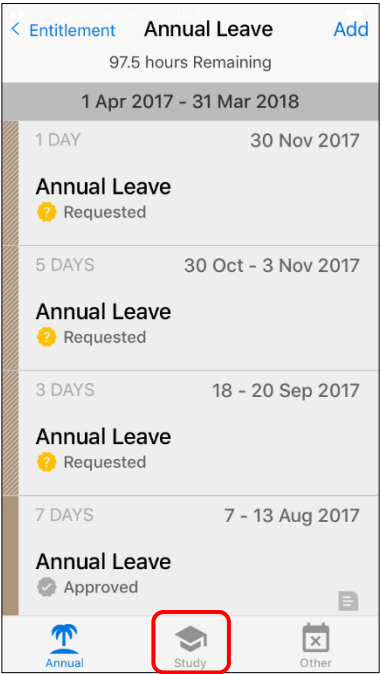
Annual

Study

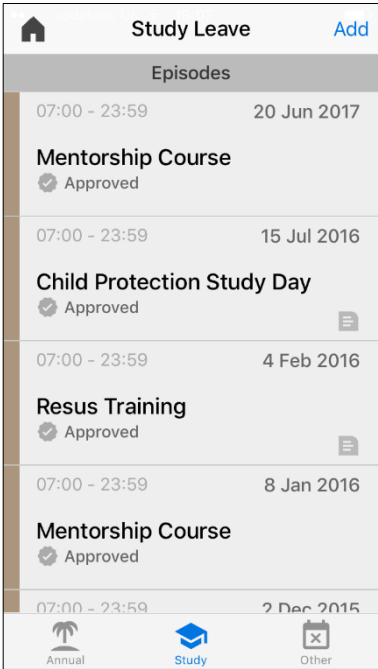
Other

Requesting Study Leave

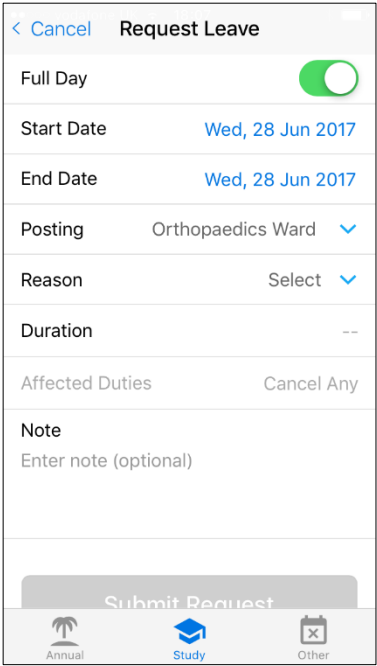
- 1
Select the **Study Leave** button at the bottom of the screen.



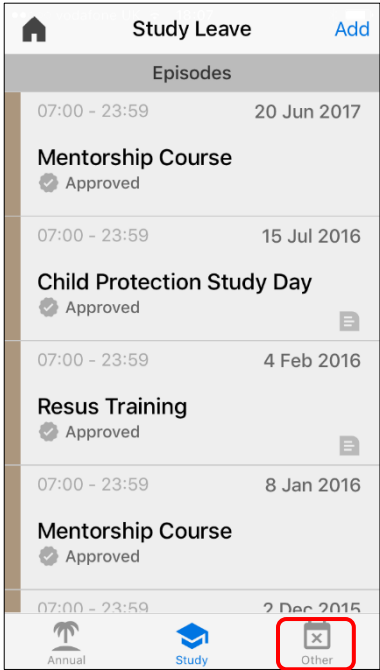
- 2
The **Study Leave** screen will be shown. You can scroll down to view the episodes.
Select the **Add** button in the top right hand corner of the screen.



- 3
Complete the **Request Leave** form, scroll down and select the **Submit Request** button.

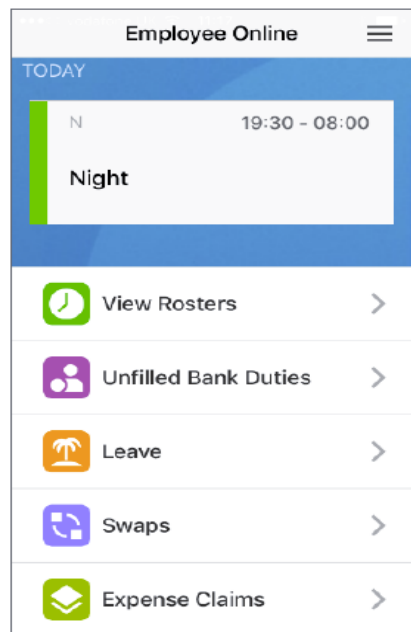


- 4
Select the **Other** button at the bottom of the screen.

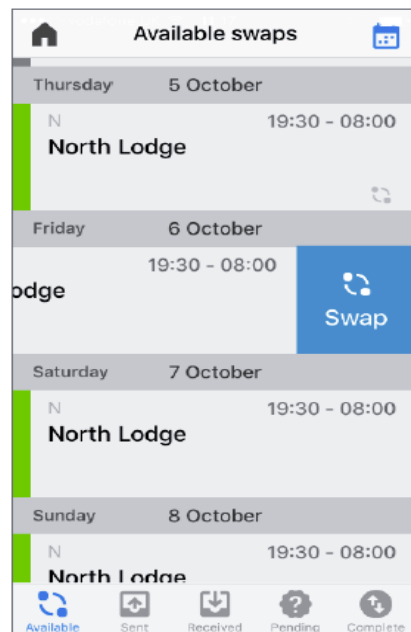




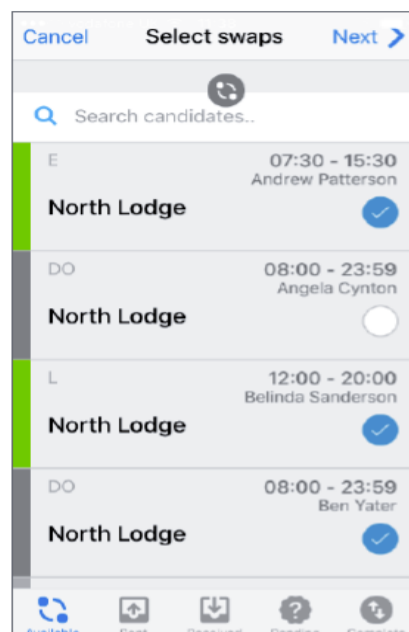
Request a Swap



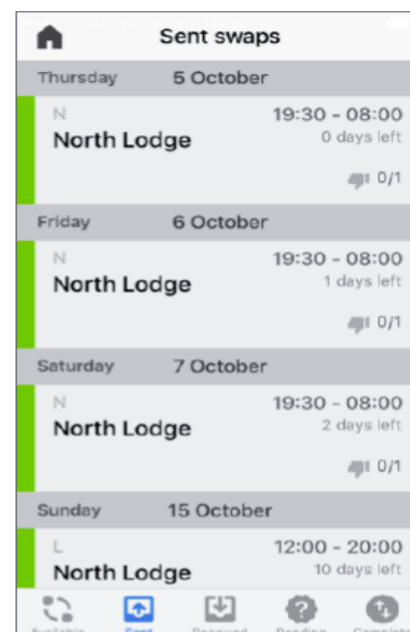
New Menu item on the home page



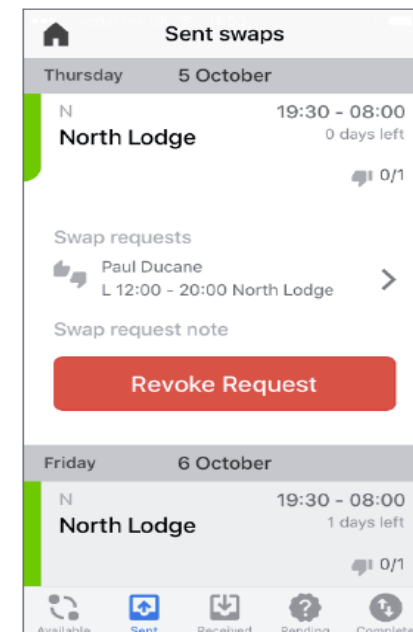
Swipe left selected duty to swap



Select from candidates to swap

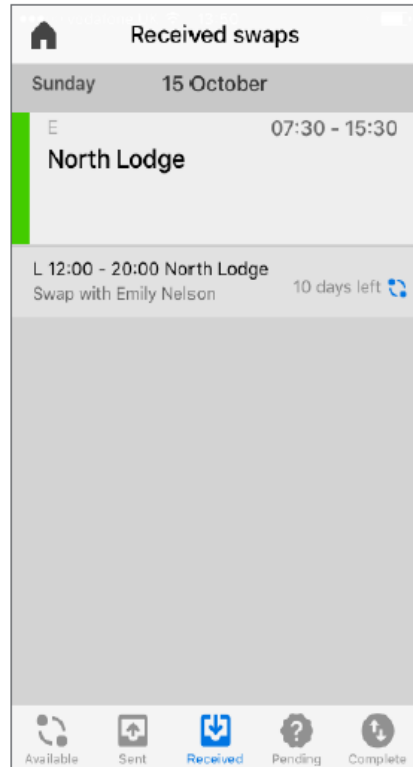


Swap requests display in 'Sent'

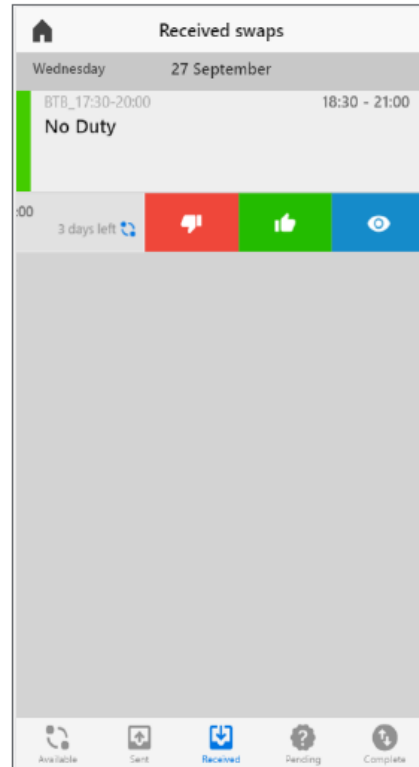


Swaps can be Revoked from 'Sent'

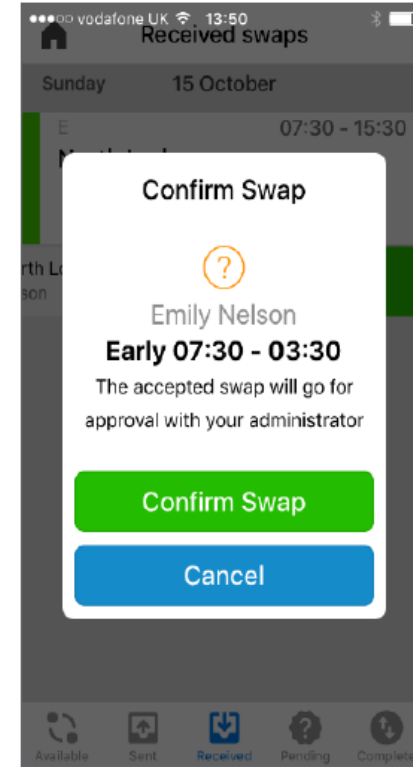
Accept a Swap



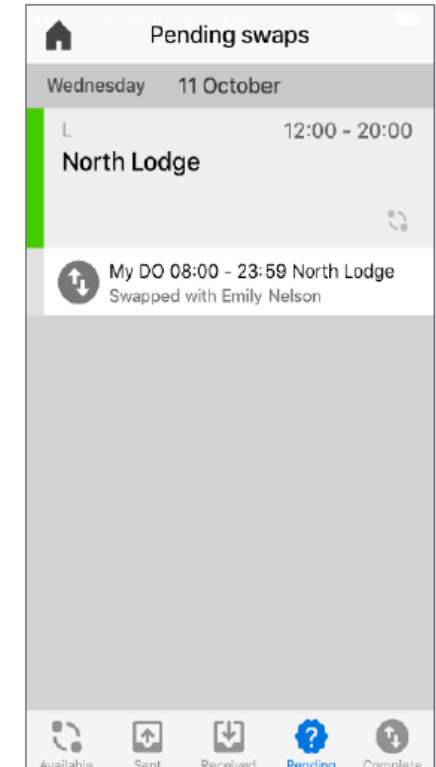
Display in Received Swaps



Green 'Thumbs Up' Accepts Swap

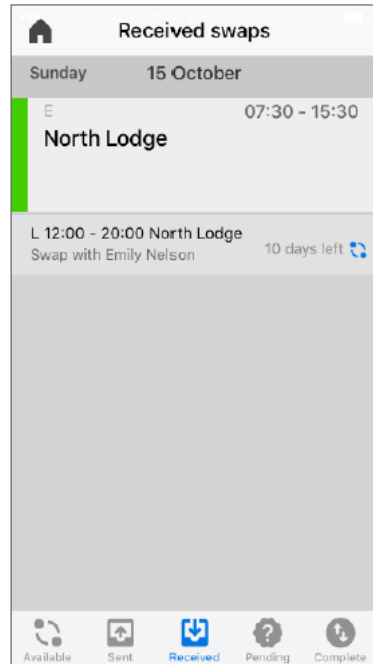


Confirms & moves to Pending Swaps

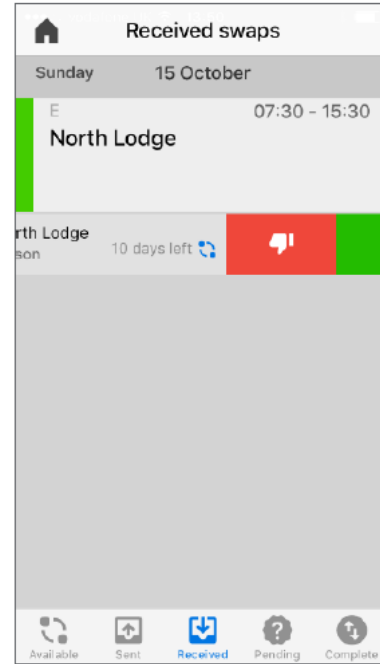


Pending Swaps await approval

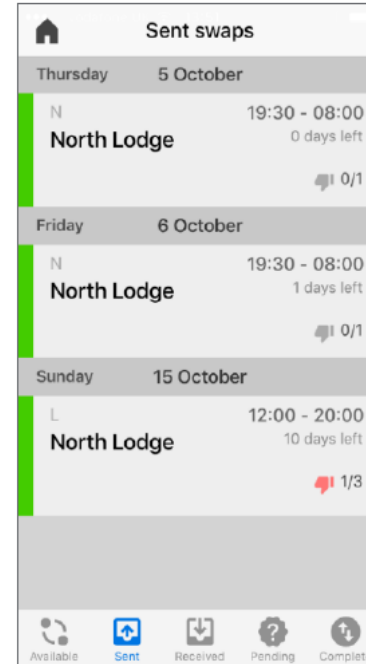
Reject a Swap



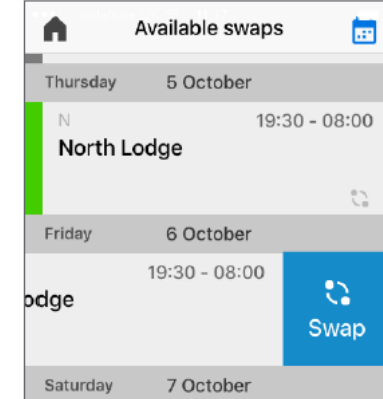
Display in Received Swaps



Red 'Thumbs Down' Rejects Swap



Appears in Sent Swaps with icon



Note: If all candidates decline the swap request, MOL Mobile re-enables the **Swap** button for the duty, so they can try again with different candidates.