**Doctors Induction – General Surgery & Urology**

**Business Unit Structure**

Clinical Director: Mr N Dahar

Heads of Service: Mr S Pillai (General Surgery), Mr H Varadaraj (Urology)

Senior Business Manager – Paula Sugars

Surgery/Urology Business Manager – Currently Vacant

Surgical Operational Service Manager – Currently Vacant

Surgery/Urology Service Manager – Georgina Grace

Urology Pan Trust Support Manager – Simon Willey

Speciality Co-ordinator for Urology – Jane Graham

General Surgery Support Manager – Chloe Ramm

Speciality Co-ordinator for Surgery – Lynne Holmes

In General Surgery there are teams of consultants, SAS Drs and STs. Core trainees and Foundation doctors are ward based.

**Orientation of Workplace and Hospital**

**How to find us:** The below link is for the ULH website and has floor plans of the hospitals within ULHT as well as where the carparks are situated.

<https://www.ulh.nhs.uk/hospitals/lincoln-county/map/>

**Car Parking:** Upon the issue of your contract from HR you should have received a car parking form which will allow you to sign up to have monthly deductions from your salary to allow you full access to the barrier staff car parking areas within ULHT. There is also a daily pass available from main reception for the non-barrier areas.

If you have not received this then please contact HR and/or Facilities who will be able to provide this information.

**Accommodation:** The below link is for the ULH website and has information about accommodation within ULHT.

<https://www.ulh.nhs.uk/jobs/accommodation/>

**Wards:**

SEAU – Surgical Emergency Admissions Unit

Clayton – Urology Ward

Hatton & Greetwell – General Surgery Wards

Branston – Breast/Gynae Ward

**How to Apply for Leave:**

Your rota co-ordinator will be responsible for authorising any leave applications for Foundation and CT grades. Please ensure that your consultants secretary is aware as they may need to make alternative arrangements.

**If you are Sick:**

Foundation doctors will need to inform Mandy Deane, all grades will also need to inform their ward team and the Support Manager from the above list. You should inform your Support Manager who will need to do a return to work interview of your return date. This is especially important as you will not have accrued any sickness leave entitlement beyond the 5 days self-certification, if you do not inform your Support Manager of your return, you will not be paid at the end of the month.

**Safeguarding Responsibilities**

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults and therefore, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

Staff are expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

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| --- | --- |
| Patient centred | I am fully committed to providing the very highest standards of care to our patients |
| Safety | I do everything I can to keep my patients and my colleagues safe |
| I keep my environment clean and tidy |
| I recognise when something is going wrong and I have the courage to do something about it |
| Compassion | I show a genuine concern for my patients and my colleagues |
| I communicate well with others, listening and showing an interest in what they have to say |
| I am positive, approachable and friendly |
| Respect | I treat my patients and my colleagues with dignity and respect |
| I work openly and honestly as part of an effective team |
| I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can’t |
| Excellence | I will always go the extra mile and improve things for my patients and my colleagues |
| I am competent to carry out my role and committed to my personal and professional development |
| I will share good ideas and best practice and encourage my team members to do so too |

**Useful Contact Numbers**

* **Mr Dahar (Clinical Director):** Extension 573350/Via Switchboard
* **Mr Shukla:** (Head of Service, General Surgery) Extension Via Switchboard
* **Mr Varadaraj:** (Head of Service, Urology) Extension 582610/Via Switchboard
* **David Powell:** (Rota Co-Ordinator) Extension 707093/Via Switchboard
* **Georgina Grace:** (Service Manager) Extension 582622/Via Switchboard
* **Chloe Ramm:** (Support Manager, General Surgery) Extension 582610/Via Switchboard
* **Simon Willey:** (Support Manager, Urology) Extension 707401/Via Switchboard