

STUDENT PLACEMENT INDUCTION PACK



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Welcome to the student induction pack, which contains a range of information to ensure that you are well-informed for your placement. If there is any further information that you have not been given and require, please ask your practice educator. We hope you have a great placement experience with us!



What are our values at BGH?



Care and Compassion

CARE AND COMPASSION
Treat People as though they Matter
Involve Patients in their Care
Consideration of Patients as individuals and acknowledging diversity
Caring and Believing in what you do
Putting Patients First
Showing you Care



Openness, Honesty and Responsibility

OPENNESS, HONESTY AND RESPONSIBILITY
Taking personal responsibility for your actions
Sharing of ideas for improvement
Observing processes e.g. Quality, Checklists, Whistleblowing
Ability to work across boundaries
Working to the best of your ability



Dignity and Respect

DIGNITY AND RESPECT
To be a Team Player
To Manage your own attitude and behaviour
To address concerns with colleagues as they arise
To Communicate respectfully, openly and Professionally
Treating others as they wish to be treated
Listening and turning that into Action
Seeing things from another person's perspective



Quality and Teamwork

QUALITY AND TEAMWORK
Courage to Speak up and escalate concerns appropriately
Working as part of a team to support others and improve service provision
Acknowledgement of mistakes
Taking responsibility
Identifying mistakes and learning from them

Policies and Security

Before beginning your placement at the BGH you must ensure that **all required TURAS** modules are completed and up to date. TURAS modules ensure that you are informed of relevant policy and guidelines for both your own and patient safety. If you are unsure what modules must be completed prior to placement, please contact your education institute for more details.

Below is a link which lists some **but not all** modules which are mandatory to be completed prior to placement for **Allied Health Professional students**:

[AHP student pre-placement learning | Turas | Learn](#)

Once on placement you should be able to access NHS Borders **intranet** which contains a range of up to date information and policies. You will need access to IT systems in order to view this. Please familiarise yourself with these to ensure that you are aware of specific information relating to the **Borders General Hospital**.

Below are some areas which you can access up to date guidelines and policies via intranet. Please see **appendix for more in depth instructions** of how to navigate the intranet to locate these useful resources.

Human Resources- This site provides lots information on up-to-date policies and guidelines. Any queries in relation to human resources and information around this can be emailed to hr.employeerelations@borders.scot.nhs.uk or contacted via this number **01896 826160**.

Health and safety- This site can be used as a first 'point of contact' when looking for health and safety related information. The site is specifically designed for all NHS Borders staff. If you can't find what you are looking for, or would like to speak to a member of the Health and Safety team, then they are available during office hours Mon-Fri 9am-5pm on **(01896) 828250**.

Infection Prevention & Control- Infection Prevention and Control is everybody's responsibility. Up to date policies and guidelines can be found on this site along with information around reporting infection and useful links. For infection control advice between the hours of 09:00 hrs to 17:00 hrs, Monday to Friday: You can contact the Infection Prevention & Control Team (IPCT) through infection.control@borders.scot.nhs.uk.

Clinical Governance and Quality- The Clinical Governance & Quality function is an NHS Borders Board wide support service which provides advice, information, evidence and support to patients/public, clinicians, services and the organisation in the areas of: Clinical Effectiveness, Patient Safety, and Person Centeredness. They provide support in these areas to improve service quality and provide assurance to NHS Borders Board. If you have



questions regarding this contact the Director of Quality & Improvement by email:
laura.jones@borders.scot.nhs.uk

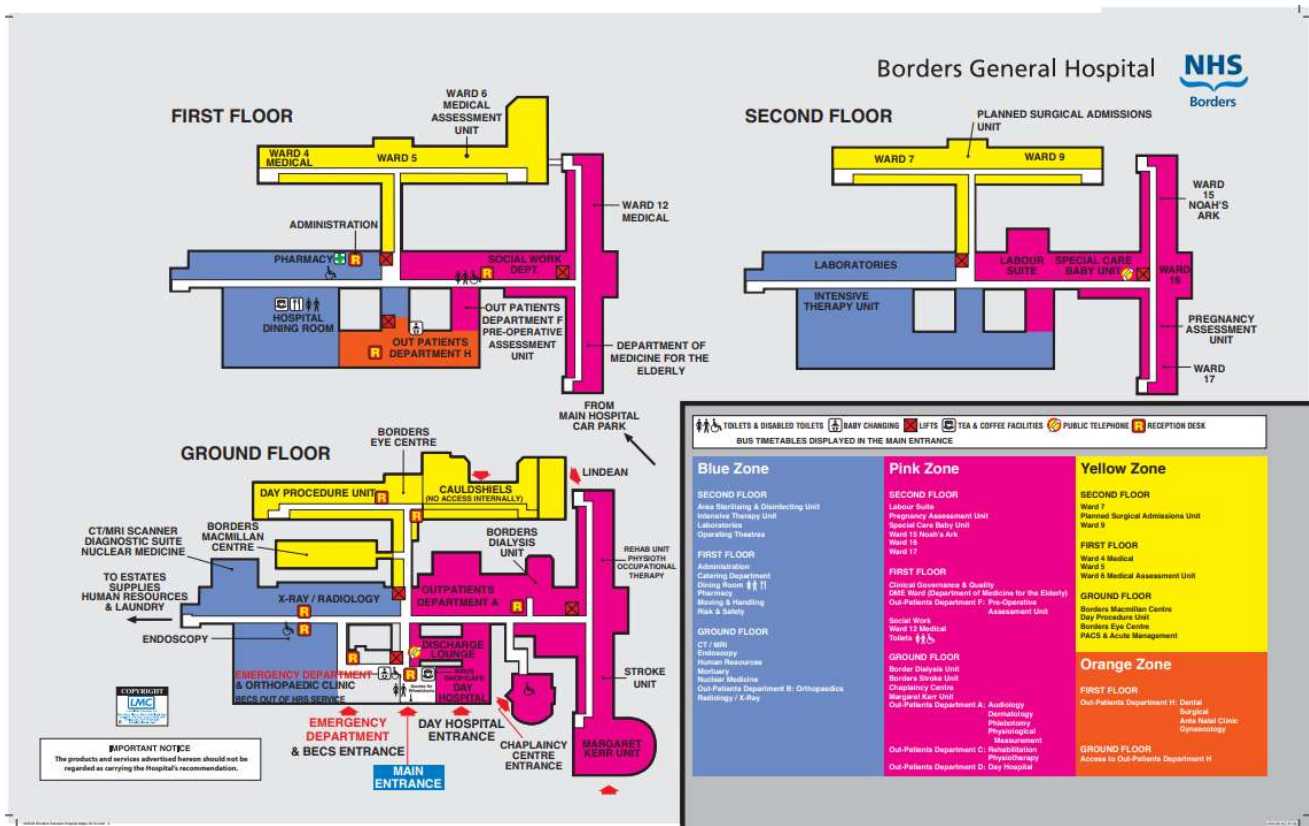
Data Protection and Information Governance- Information Governance is a strategic framework to ensure guidance and best practice is applied to the processing of confidential information related to individuals. The framework includes a number of information-handling requirements: Confidentiality Code of Practice, Data Protection, Freedom of information, Records Management, Caldicott, Data Quality Assurance, Information Security and Staff training and awareness. For advice on any Information Governance matter you can contact the Team by email

Data.ProtectionOffice@borders.scot.nhs.uk

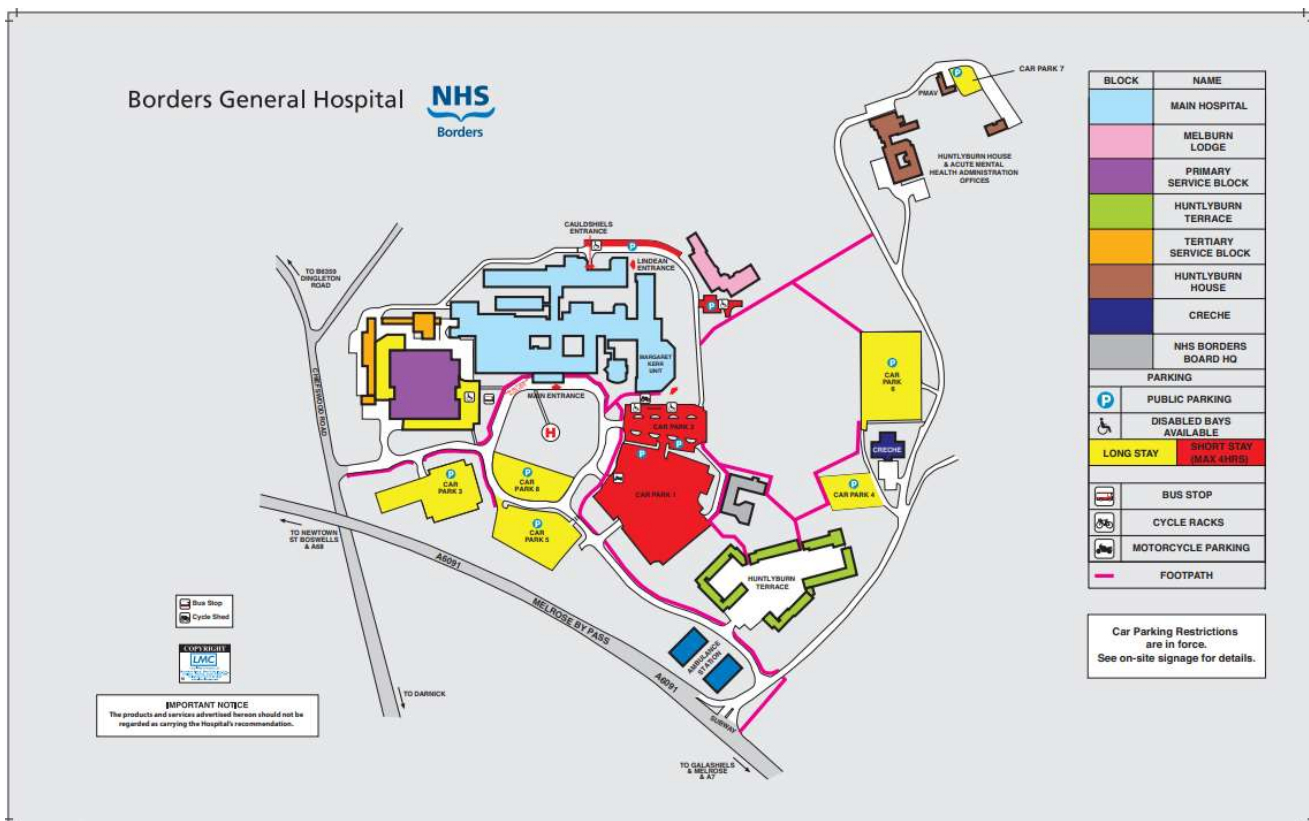


Map

Please see below maps to help you navigate around BGH:



Transport information



Hospital Address: Borders General Hospital, Darnick, Melrose, TD6 9BA, Scotland.



Travel Information:

Bus: For local bus services, please visit the [First Bus website](#) for route details.

An up-to-date bus timetable can also be obtained directly from the BGH reception desk.

Train: Tweedbank Rail Station is located just a 15-20 minute walk from the hospital. For train schedules and station information, visit [ScotRail's website](#).

Bike: If you bring your bicycle there is a bicycle rack situated to the right of the hospital outside the chaplaincy centre.

Car Share: There is a car share website for people travelling from Edinburgh to the Borders General Hospital available from: <https://liftshare.com/uk/search/edinburgh-city-of-edinburgh/borders-general-hospital-melrose>

Parking Information:

Free Long Stay: Car parks 1 and 2 are short stay with a maximum of four hours, with wardens monitoring them at all times. Car parks 3, 4, 5 and 6 are all long stay car parks. Clear signage indicates parking conditions. Several electric charging points are available.

Community Hospital Parking: Parking is available at community hospitals, though spaces may be limited.

Accommodation Options during Placement

When booking accommodation consider locations in relation to towns/amenities. Melrose is walking distance from hospital (small village), Galashiels is a bigger town in the area. Out with these areas you should consider availability of public transport to enable you to get to hospital and amenities. There are several accommodation options available near BGH for those on placement. Below are options for accommodation to consider. Out with BGH accommodation, please be aware these are options to consider, and are not an endorsement or recommendation for any options. **Please consider and ensure your safety is a priority when booking accommodation.** More information can be found on the [Allied Health Professions students](#).

1. BGH Accommodation

On-site accommodation at Borders General Hospital is available; however there is often **limited availability**.

Contact: Tel: 01896 826060 Email: bghaccommodation@borders.scot.nhs.uk

2. Heriot-Watt University Borders Halls

Located in Galashiels, Heriot-Watt University offers vacant student rooms to NHS Borders staff and visiting students at current student prices. **It is a 12 minute drive to hospital, 20 minute bus or a 40 minute walk.**

Website: [Heriot-Watt University Accommodation](#)

Contact: Accommodation Facilities Manager

Email: bordershalls@hw.ac.uk Tel: 01896 892273

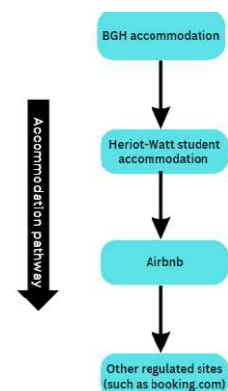
3. Airbnb- Many private accommodations may need the use of a car please check before booking.

Explore various private rentals on [Airbnb](#) for nearby accommodations.

4. Booking.com

Use [Booking.com](#) for additional accommodation options close to BGH.

***If you have concerns around your safety when staying in accommodation which does not require immediate police action, please contact your University and placement site to make them aware of these.**



5. Two rooms available in Melrose, one an ensuite studio and another with its own large bath/shower room. Both have a microwave, air fryer, fridge, kettle crockery cutlery etc. Coffee tea etc. Fresh bedding/towels are replaced regularly. There is a TV and Wifi. Walking via Chiefswood to the hospital is just over 1 mile. Able to provide a receipt for SAAS. Contact Lucie Page luciepg@yahoo.co.uk.

Facilities at Borders General Hospital

- **NHS Borders Library**
Located in the Education Centre, the library offers a comfortable space for study with WiFi, PCs, books, eResources, and helpful staff to assist you in finding the information you need. You can **register** to gain access to online resources provided by NHS Education for Scotland, as well as NHS Borders Library resources.
- **Canteen Services**
The hospital's canteen is located on the 1st floor at the top of the stairs; take a right and a sharp right again, the canteen is on your left hand side opposite administration and pharmacy, providing meals and refreshments for staff and visitors. They also have a vending machine, a coffee machine and a microwave to heat up your own food.
- **RVS Facility**
A small RVS (Royal Voluntary Service) facility is located on the ground floor near the main entrance, offering snacks and beverages.
- **Cafe at the Cricket Pavilion**
Situated on the hospital grounds, the cafe serves fresh juices, salads, paninis, and more for a quick and healthy bite.
- **Community Hospital Facilities**
There are additional facilities available within or near the community hospital sites.

Uniform

Staff and students are not allowed to wear their uniforms to or from work and must always change at the hospital. Changing rooms are located on the ground floor of the main hospital and unreserved lockers are available. Community hospitals and mental health inpatient areas all have changing facilities. **Check with your own profession and placement area to clarify what the uniform policy is if unsure**, as some areas do not have uniform e.g. some professions working in the community.



Absence

To report sickness absence, ensure to contact the practice educator for your placement (the appropriate person/team/area contact details will be agreed between the student and the practice educator at the start of your placement) and University as per policy. On your first day in the learning environment, provide contact details should well-being checks need to be done.

Useful numbers

Education team: 01896 825585

NHS Borders switchboard: 01896 826 00

Chaplaincy: 01896 826 564

Laundry: 01896 826 610

Things to Do in the Scottish Borders

The Scottish Borders is a beautiful and expansive region, offering the charm of rural life with easy access to major cities, including Edinburgh (37 miles), Glasgow (75 miles), and Newcastle (75 miles). The area is well-connected by rail via Berwick-Upon-Tweed and Carlisle, with convenient access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes).

Local amenities:

- **Banks-** Royal bank of Scotland in Melrose (TD6 9PF).
Cash point service on ground floor in the BGH.
Bank of Scotland in Galashiels (TD1 1BE).
- **Shops-** Co-op in Melrose (TD6 9RU).
Tesco Extra in Galashiels (TD1 3AT).
Aldi in Galashiels (TD1 1PX).
Asda in Galashiels (TD12AG).
- **Doctors-** 10 Roxburgh Street (TD1 1PF).
Galashiels Health Centre (TD1 2UA).
- **Dentists-** Bank Street Dental Practice (TD1 1EN).
Roxburgh Dental Practice (TD1 1BT).

If you're staying in the Borders during your placement, there are plenty of **activities** to enjoy in the region:

- **Gyms:**
 - **PureGym-** [24 Hour Gym in Galashiels from £19.99 | PureGym](#)
 - **TriFitness-** [TriFitness - Enjoy Great Days - Live Borders UK](#)
 - **Tweedbank CrossFit-** [Scottish Borders Crossfit](#)
- **Outdoor Activities:**
 - **Mountain Biking at Glentress, Peebles:** A renowned destination for mountain biking enthusiasts. [Glentress | Forestry and Land Scotland](#)
 - **Walking Routes:** The Borders offers an array of scenic walking trails for all levels of hikers. [Find paths near you | Walking | Scottish Borders Council](#)
 - **Tennis court:** You can rent tennis courts in Melrose from this site [Melrose Waverley Tennis Club | Tennis Courts | LTA](#)



Scan here for more ideas



PERSONALISED /AREA SPECIFIC PLACEMENT INFORMATION

An updated induction checklist will be available on TURAS – AHP Practice based learning

site <https://learn.nes.nhs.scot/60625> (Scroll to bottom of page)

Area specific information may be able and could include, but is not limited to:

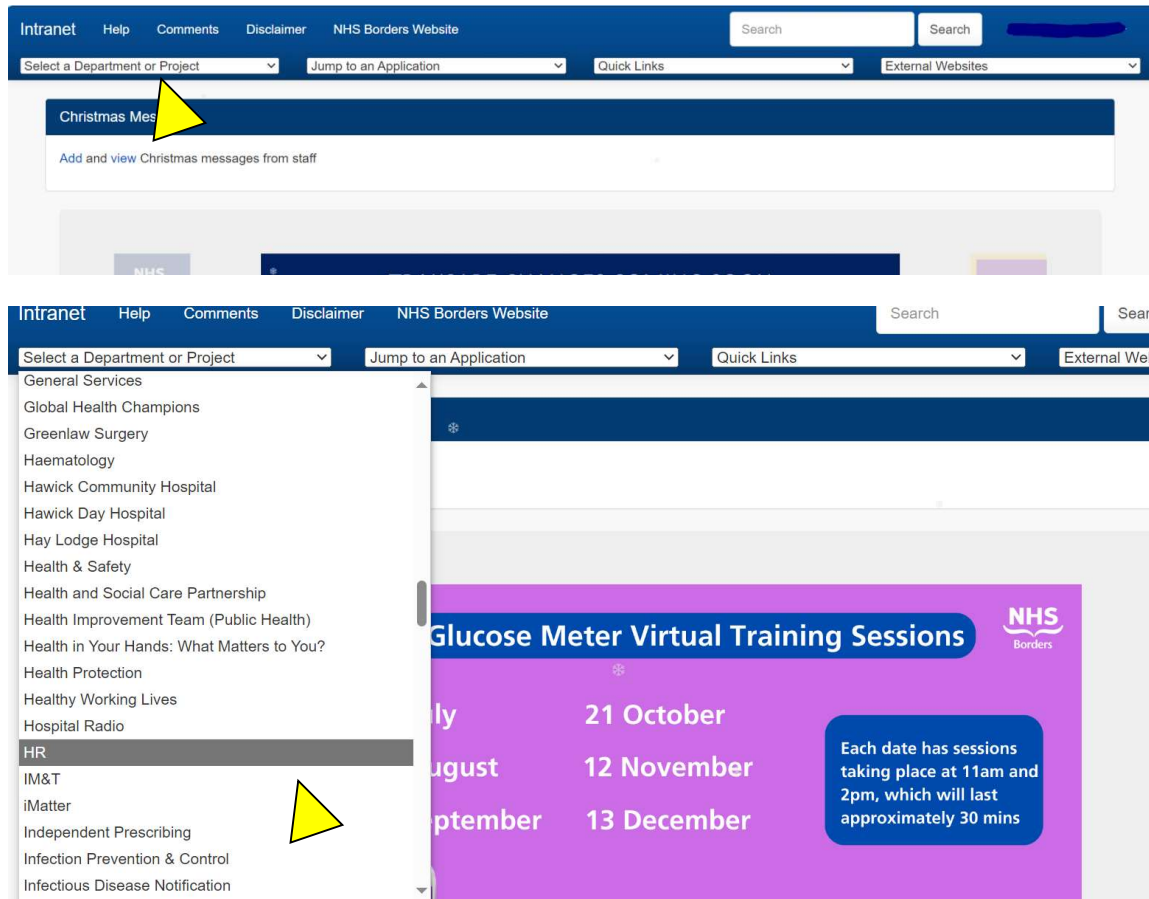
- **Specific information about your ward/ practise site.**
- **Numbers/ emails of appropriate staff members/ locations including number/person the student should contact if absent**
- **Area risk assessments if appropriate and any other checklists.**
- **Information of students practise educator.**
- **Information around staff members/ how the service works.**
- **Pre-reading/ useful information for students to look over prior to placement**
- **Specific department locations/ facilities available.**
- **Learning opportunities available to student.**
- **Any expectations of the student not stated in this induction.**
- **Any extra training that may be useful for student to complete (e.g. TURAS modules which are not already mandatory)**
- **Shift hours/ breaks if known/appropriate.**

- If you have support services/ a contact that student can report to in the case of an issue.

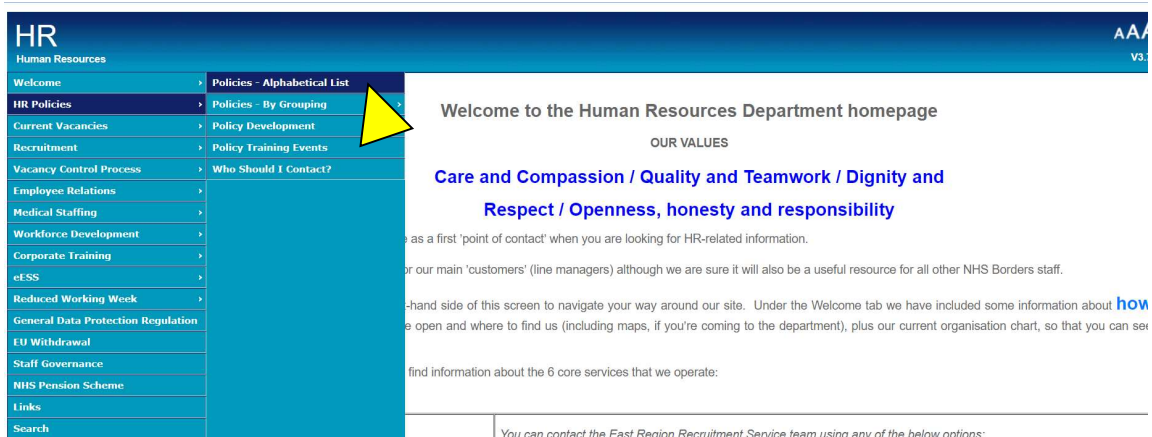
Appendix

Navigating your way around the intranet-

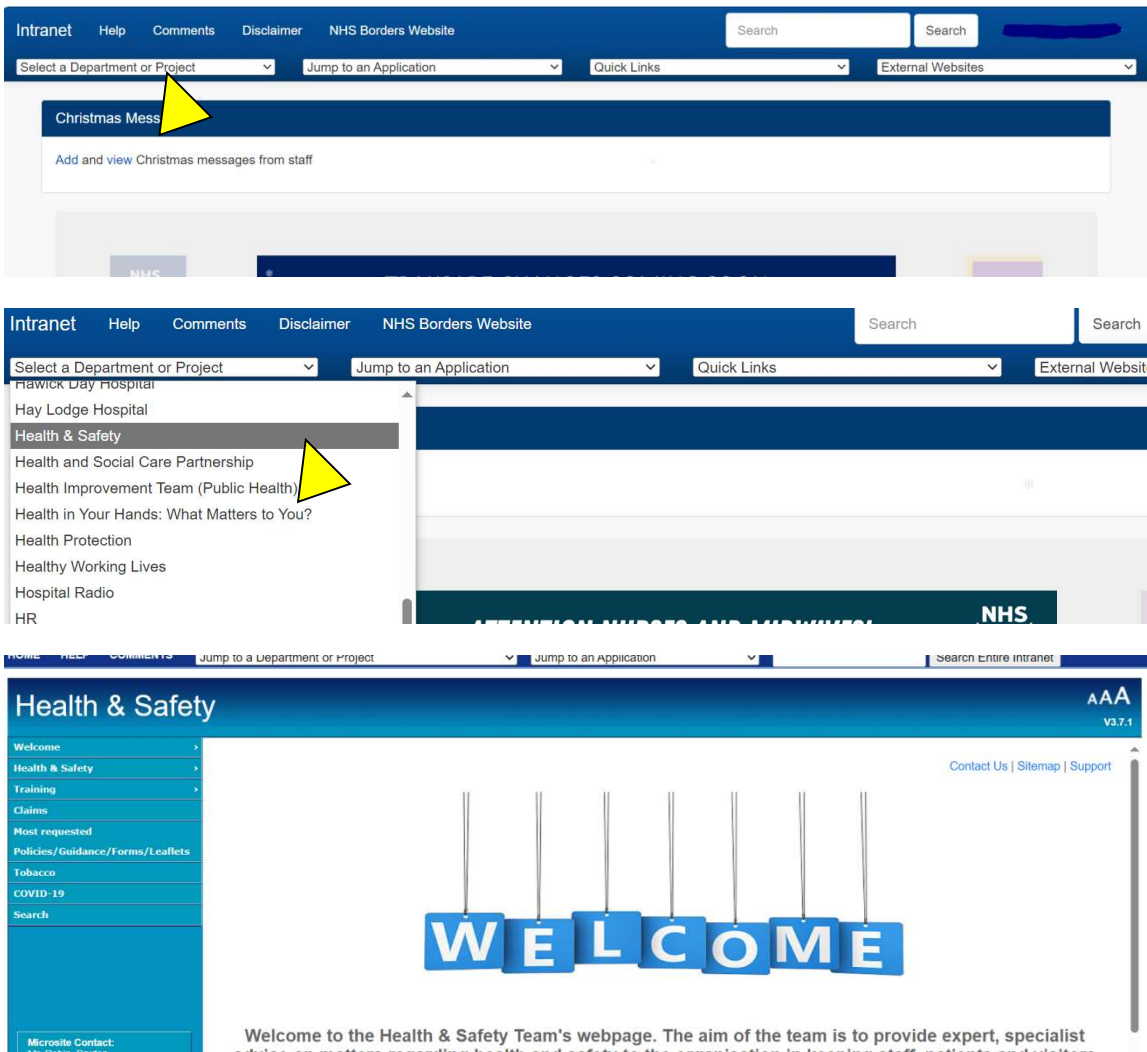
For Human resources information:



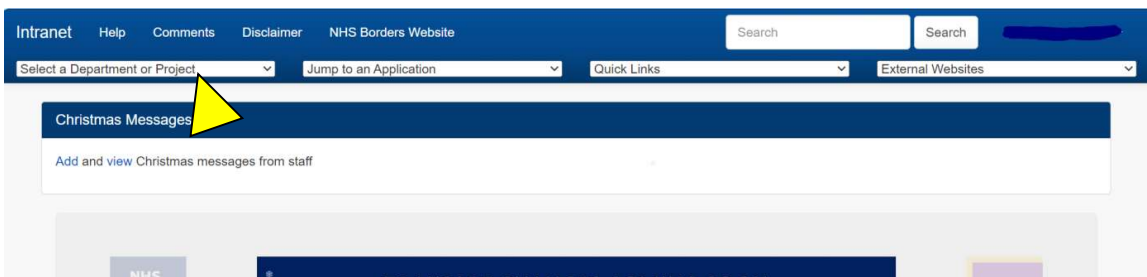
To access alphabetical list of Policies:

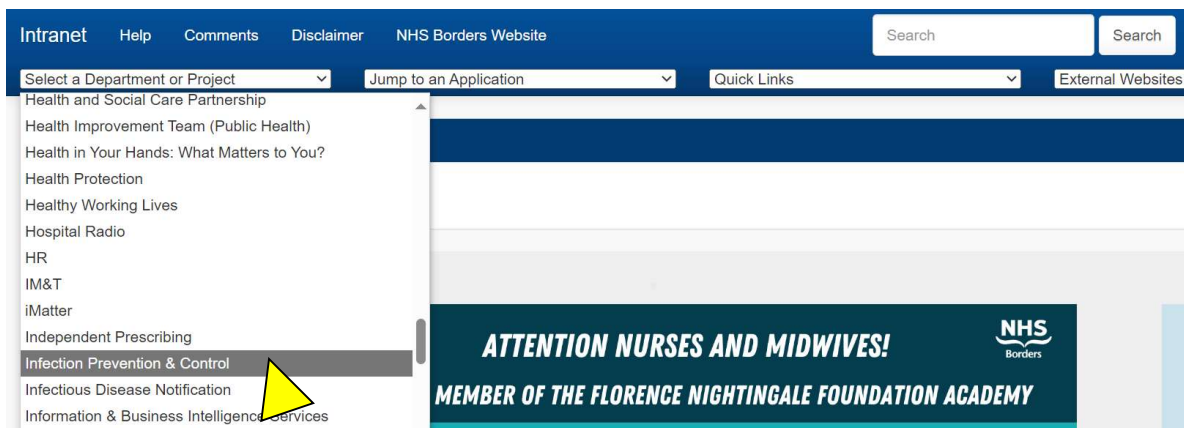


For Health and Safety information:

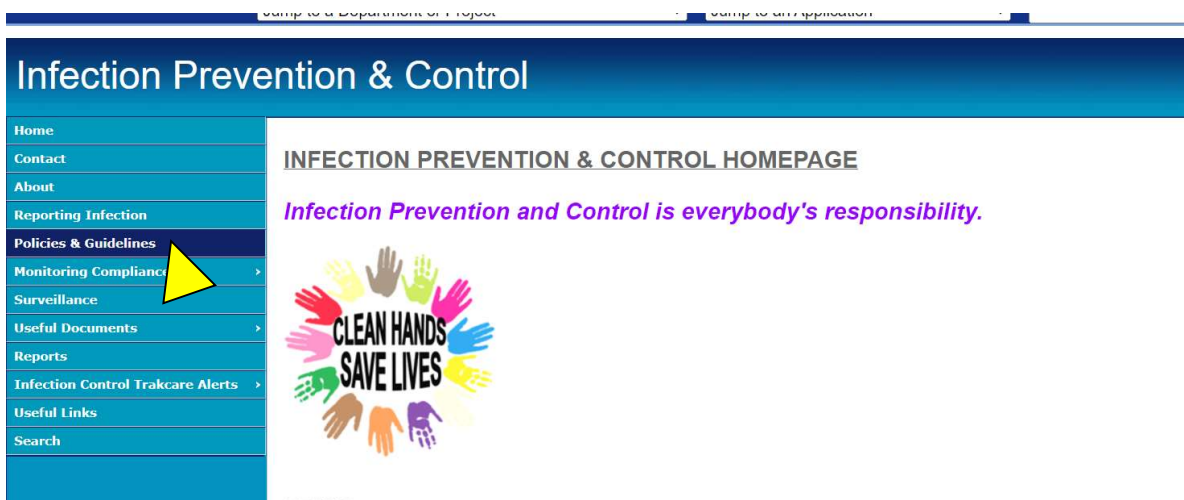


For Infection Prevention and Control information:

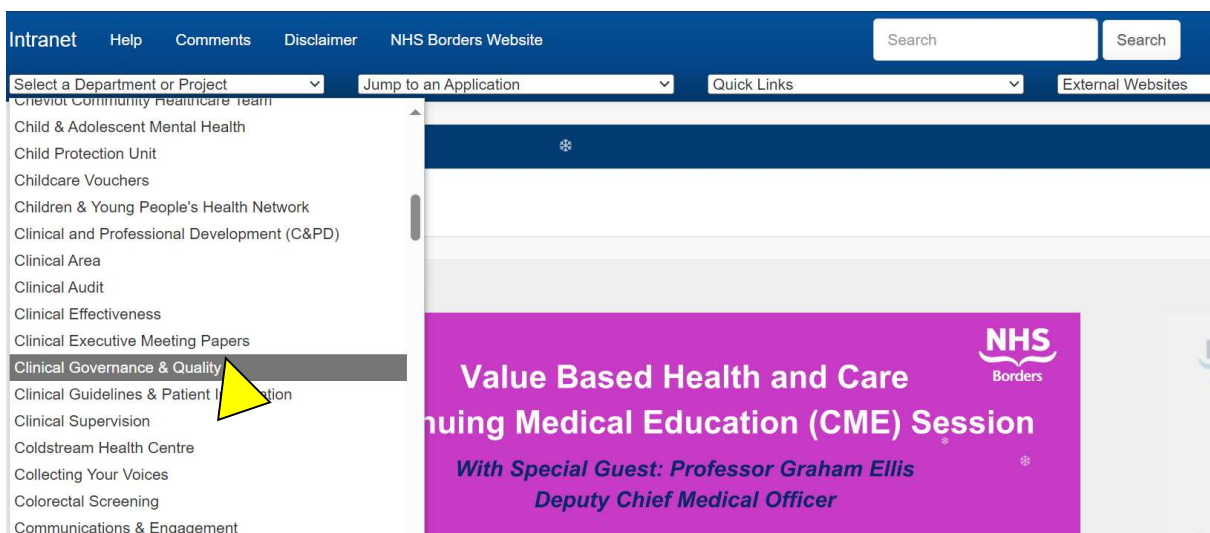




To access relevant Policies and Guidelines:



For Clinical Governance and Quality information:



HOME HELP COMMENTS Jump to a Department or Project Jump to an Application Search Enter

Clinical Governance & Quality

- What is Clinical Governance
- What are the Drivers?
- Clinical Audit
- Clinical Effectiveness
- Clinical Guidelines & Patient Information
- Patient Experience Team
- External/HIS Reviews
- Incident Recording & Management
- Scottish Patient Safety Programme
- Research & Innovation Governance
- Health Foundation - Safety
- Measurement and Monitoring Programme
- Publications & Resources

Welcome to Clinical Governance & Quality

Who are we ? [CG&Q Organisational Chart](#)

What is Clinical Governance & Quality?

The Clinical Governance & Quality function is an NHS Borders Board wide support service which provides advice, information, evidence and support to clinicians, services and the organisation in the areas of:

- Clinical Effectiveness
 - Clinical Audit
 - Clinical Guidelines and Standards
 - Healthcare Improvement Scotland Standards and Inspections
 - Research & Innovation Governance
- Patient Safety
 - Clinical Risk
- Person Centredness
 - Patient Experience
 - Volunteering and Carers Strategies, Advocacy and Voluntary Sector Commissioning and Liaison

For Data Protection and Information Governance information:

Intranet Help Comments Disclaimer NHS Borders Website Search

Select a Department or Project Jump to an Application Quick Links External

- Health Protection
- Healthy Working Lives
- Hospital Radio
- HR
- IM&T**
- iMatter
- Independent Prescribing
- Infection Prevention & Control
- Infectious Disease Notification
- Information & Business Intelligence Services
- Information Governance
- IR(ME)R
- Jedburgh Medical Practice
- Kelso Community Hospital
- Kelso Medical Group Practice
- Knoll Community Hospital

Value Based Health and Care

Continuing Medical Education (CME) Session

*With Special Guest: Professor Graham Ellis
Deputy Chief Medical Officer*

IM&T

Information Management & Technology

- Home
- IT Services
- Service Desk
- Projects & Developments
- Health Information**
- Training
- Other
- Search

- Medical Records
- Health Information Systems
- Information Governance**

Microsite

ing Solutions to help with **COVID-19** **

ulting with patients

Meeting solutions for collaborating
communicating with colleagues