

HR & OD Directorate
Employment Services
NHS Tayside
Ninewells Hospital
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Date: 28th May 2018
Enquiries to Amy Scothern
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Dear Doctor

Information for Training Placement in NHS Tayside

You will have recently received an offer of employment confirming that you have been placed with NHS Tayside to undertake a training programme rotation. Your placement will commence on 1st August 2018.

In this connection, I am now forwarding some information which you may find helpful and also enclose some documents which you should complete and return at the earliest possible opportunity to ensure that everything required is in place for your commencement on 1st August. **Can you please also ensure that you complete and submit the staff engagement form and pre-employment checks on the Turas People website at the earliest possible opportunity as failure to complete and submit documents on time could result in your start date being deferred.**

Documents

Meeting the requirements of the Immigration Asylum and Nationality Act 2006, on commencement to your post, you are required to bring me your passport. **Your ID badge will be issued when you present your passport to Medical Staffing Office, Mezzanine Level 8, Ninewells Hospital. Please ensure that you enclose a passport photograph with the completed ID badge application,** failure to do so will mean there will be no badge ready for you on commencement to post.

Induction

An NHS Tayside induction event will take place on **Friday 3rd August** within the Gannochy Lecture Theatre, Level 7, Ninewells Hospital from 12–5 pm. For more information please email medicaleducation.tayside@nhs.net. Representatives from the Medical Staffing Team will be available during the induction event to assist with any HR issues. **If you have not already done so you should present your passport and collect your ID badge from the Medical Staffing Team at that event.**

Doctor's Mess

The Doctor's Common Room (known as "The Mess"), is situated on Level 5, Ninewells Hospital and is designed for Junior Doctors to have their own space to socialise, rest, build relationships with peer colleagues to further their social and professional lives. There is a charge of £20 per month. Should you wish to use the Mess please complete and return the enclosed application form along with your completed ID badge application form and photograph.

Accommodation

If you require residential accommodation please contact Wendy Valentine, Residency Manager, e-mail w.valentine@nhs.net, or telephone 01382 632107. Residential accommodation is limited and available on a first come first served basis.

Staff Parking

There are multiple car parks on the Ninewells Site at a cost of £2.30 per day. Should you wish to enquire about purchasing a staff parking permit please visit the Indigo office, Level 2, Multi storey Car Park, Ninewells Hospital or telephone: 01382 643969. Opening hours are 8.30 am to 17.30 pm Mon-Fri.

Relocation Expenses

Circular PCS (DD) 2010/8 also sets out the circumstances in which relocation will be paid. Under NHS Grampian's Relocation Policy you may be entitled to claim up to £8000 relocation expenses. If you believe you are eligible for relocation expenses please contact myself for further information.

No Smoking Policy

NHS Tayside operates a No Smoking Policy and smoking is prohibited within NHS premises and grounds.

Useful Links

http://www.nhstayside.scot.nhs.uk/WorkingWithUs/InformationforStaffandClinicians/P/ROD_231331/index.htm

http://www.nhstayside.scot.nhs.uk/WorkingWithUs/InformationforStaffandClinicians/P/ROD_265040/index.htm

http://www.nhstayside.scot.nhs.uk/WorkingWithUs/InformationforStaffandClinicians/P/ROD_265097/index.htm

Finally, I would like to take this opportunity to congratulate you and wish you every success for your specialty training. If you require further clarification on any aspect of your rotational placement please do not hesitate to contact me at the above number.

Yours sincerely

Amy Scothern

**Amy Scothern
Medical Staffing Adviser
SIGNED ON BEHALF OF NHS TAYSIDE**

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Attached documents:-

ID Badge form - please complete and return **(including passport photo)**

Doctors Mess – please complete and return.

Confidentiality statement – please complete and return

Fire Safety Guidance – please present to Clinical Manager for signature on commencement and return to HR

LDAP – For information

eHealth – for information only

Immunisation – for information only

Return address for all forms:-

**Medical Staffing Office
Mezzanine
Level 8
Ninewells Hospital
Dundee
DD1 9SY**