



# Corporate Induction and Education Guide



## Our Core Values

Teamwork Innovation Professionalism Caring

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## 1. Welcome

South Central Ambulance Service NHS Foundation Trust (SCAS) acknowledges the importance of providing you with a sound, balanced and comprehensive induction programme as a new employee in our organisation.

Our organisation believes that in order to integrate you to the Trust as soon as practicable, a comprehensive corporate induction programme delivered at the start of your employment is essential. The expectation of the programme is that you, as a new member of staff, will recognise not only the quality standards and regulations the Trust works to, but also the level of care it affords you as an employee.

A proper period of induction is essential if the Trust is to ensure that all staff are able to work in a safe manner. The programme will include training appropriate to your individual role, to ensure that you are able to work safely and effectively, taking account of risk and health and safety issues and best practice.

We hope that you will have a long, fulfilling and successful career with the South Central Ambulance Service NHS Foundation Trust.

Ian Teague  
Assistant Director (Learning & Development)

## 2. Corporate Induction Course Content

The Corporate induction course is delivered at various locations within the Trust and will comprise of the following subjects and talks as the timetable illustrates below (please note the times given for these classes may be arranged differently from the example below).

Time	Subject
0830-0900	Arrival/Registration/Housekeeping/Paperwork/Id Photographs
0900-0940	Chief/Directors Welcome
0945-1015	HR
1015-1030	Break
1030-1130	Equality & Diversity
1130 - 1200	Information Governance
1200-1230	Lunch
1235-1335	Infection control
1340-1440	Safeguarding Children & adult
1440-1455	Break
1455-1555	Health & Safety
1600-1630	Basic moving & lifting, paperwork

### Dress code

If you have not yet been issued with a Trust/Organisation uniform it is important that an appropriate and professional image is projected. You will be required to wear smart, casual clothes. **Do not wear jeans, or 'T' shirts with pictures, slogans or logos.** The ideal dress is a white top and dark trousers. If you must wear a 'T' shirt it must be white or a plain, dark colour.

#### **NORTHERN HOUSE VENUE FOR TRAINING**

Northern House is located in Bicester, Oxfordshire. It is shared by various SCAS departments and is, in fact, the Headquarters of SCAS. There are five rooms which can be facilitated as training rooms

Northern House is connected to M40 and the A41 and A34 (Eastbound) and has a railway station (Bicester Town) which is 10 minutes walk from where we are located (please check [www.nationalrail.co.uk](http://www.nationalrail.co.uk) for fare and timetable information)

The postal address is: South Central Ambulance Service NHS Foundation Trust  
Unit 7 and 8, Talisman Business Centre  
Talisman Road  
Bicester  
Oxfordshire  
OX26 6HR

#### **Training Facilities & Education Centre Staff**

Northern House is used primarily by the EOC/111/CSD Training teams and for Corporate Inductions. There is one bespoke training suite, together with two Board Rooms that can be combined into one (A & B) and there are three Meeting Rooms. The board rooms will be primarily where most classes at Northern House will be held. There is a team of EOC/111/CSD trainers based at Northern House.

There are comfortable chairs and air conditioning. There are various kitchen areas around the site which has the following facilities; fridges, chairs/stools and tables/bars, and boiling water dispensers for tea and coffee. W/Cs are located near the stairs and lift areas of the building.

#### **Operating Hours**

Most courses take place Monday to Friday during normal office hours 09:00-17:00, with the exception of EOC/111/CSD training, which takes place Sunday to Sunday between 08:30-01:00 hours, although you will be advised exact start and finish times, which vary according to course type. Punctuality in attendance is vital.

#### **Teaching Methods**

A variety of teaching methods are used by the Educators on the course. These methods are adapted to each learning situation as required.

#### **Private Study**

The nature of some courses can be intensive and will require some personal input by the student. For instance for EOC/111/CSD training, you must be prepared to devote part of your spare time to revision of previously learnt topics or reading an area in preparation for teaching the following day.

#### **Tutorials**

Regular tutorials are held with students so that at all time their progress can be discussed with the Educators involved. Extra tutorials and support will be given should the need arise, by negotiation between the Educator and the student involved. At all times, you will be made aware of your progress.

## **Learning Materials**

Students are provided with required textbooks and relevant equipment.. Students are required to supply their own pens and stationery – it is also recommended to bring at least one lever arch file for storing written work and handouts.

## **Beverages**

Refreshments are available at Northern House. There are kitchen facilities with usual refreshments provided. The refreshment area must be left in a clean condition. This is the responsibility of the students using the facility.

Access via Station Approach  
Bicester Town Railway

**Please Note - no eating or drinking in the classrooms.**

## **Fire**

If the alarm goes off at any time during the course, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building

## **Travel To and From Northern House**

Travel between home and Northern House is the student's responsibility. Where possible, students are encouraged to group together and share transport .

## **Car Parking**

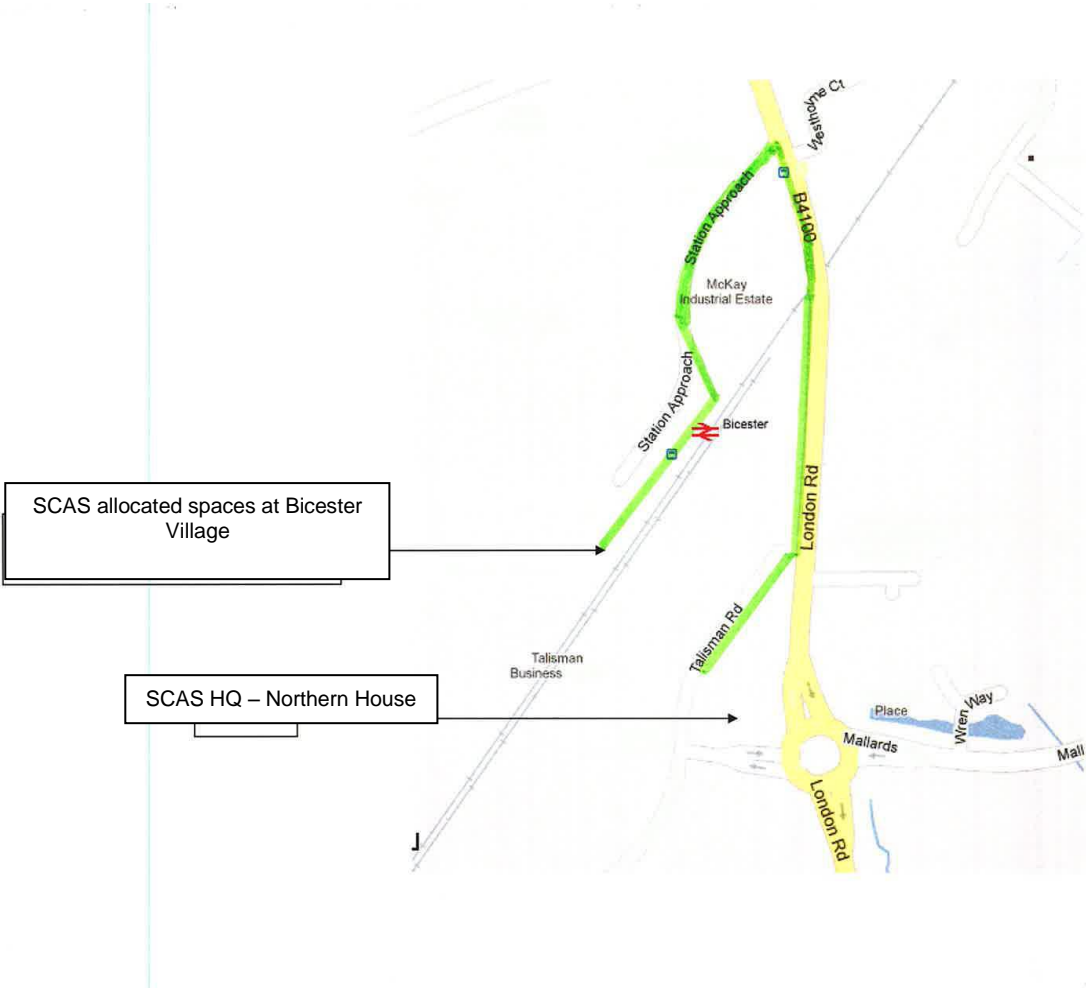
There are no parking facilities on site for visitors/students. Parking is available in nearby Bicester Village car park, a short walk from Northern House. To access this car park, drive past Northern House along London Road (B4100) and take the first turning on the left after going over the railway line. This will then take you into Bicester Village car park.

Bicycles can be parked and chained to the racks immediately outside of the main entrance.

## **Shops and Other Facilities**

Bicester is reputed for its quality brand named shops and stores and is frequented by tourists internationally. There are sandwich shops and other dining facilities located within the town. There is a petrol station on the main road, 5 minutes walk away from Northern House, which also serves as a small shop.

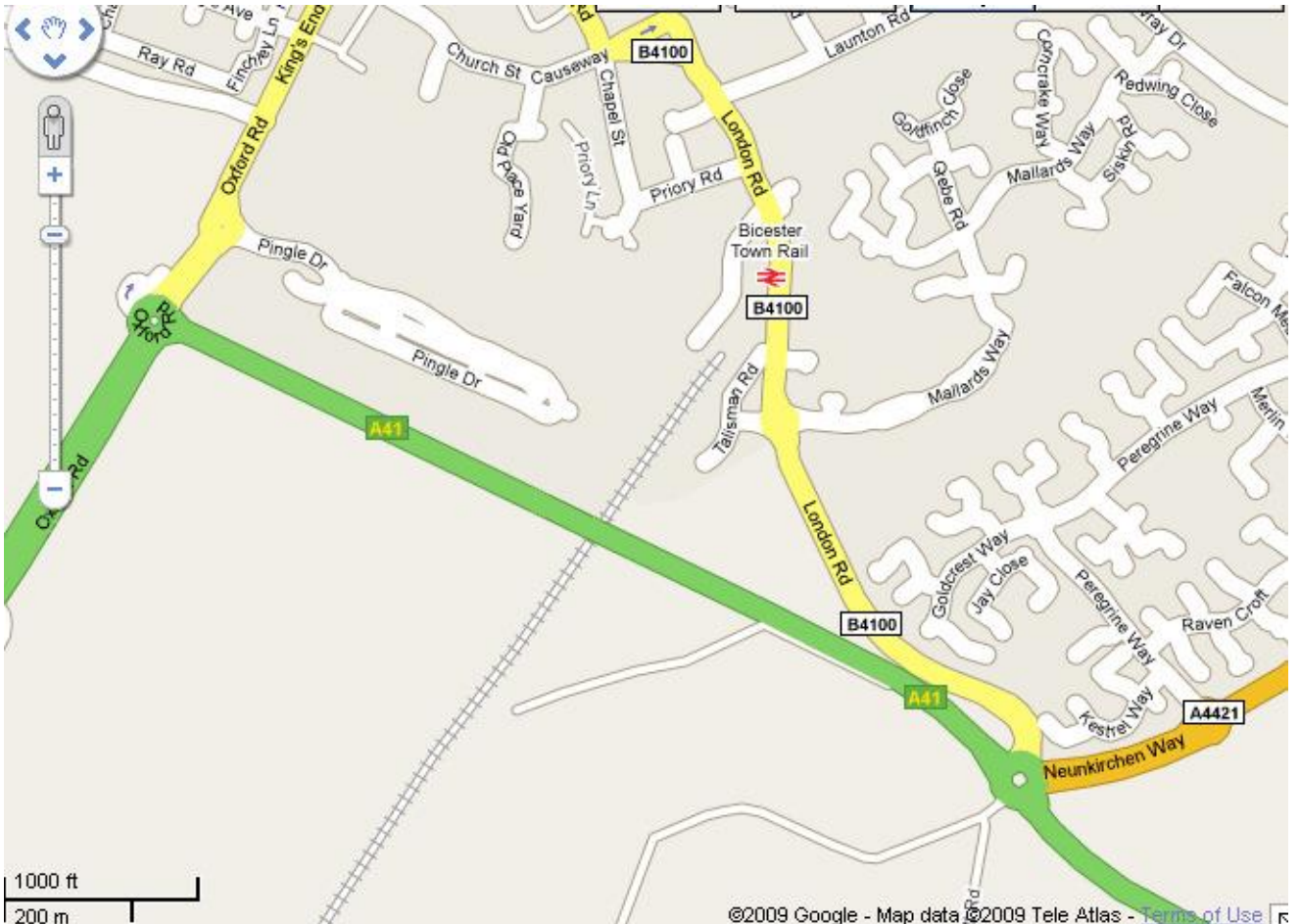
Walking Route from Bicester Village Car Park





## DIRECTIONS TO NORTHERN HOUSE

South Central Ambulance Service  
 NHS Foundation Trust  
 Unit 7 and 8, Talisman Business Centre  
 Talisman Road  
 Bicester  
 Oxfordshire  
 OX26 6HR





## URGENT OR EMERGENCY CONTACT INFORMATION

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

*We have deliberately included this page twice. It is recommended that you retain one copy and leave the second copy with your partner or relative so that in event of any emergency, the information is at hand.*

EDUCATION CENTRE	01189 365334	Mon-Fri 09:00-16:00
FAX NUMBER	01344 319335	24 HRS

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students who fall ill outside of normal working hours, should contact the Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.

### **SOUTHERN HOUSE VENUE FOR TRAINING**

South Central Ambulance Service NHS Foundation Trust share the Southern House building with NHS Education South Central and a company called 4D who carry out Southern Water's outsourced work.

Southern Water own the site that Southern House is situated on and the land and roads around the site are all owned by Southern Water, therefore please do not park on any roads around the site as you will be asked to move on by Southern Water.

The Postal address is:

South Central Ambulance Service NHS Foundation Trust  
North Wing  
Southern House  
Sparrowgrove  
Otterbourne  
Winchester  
Hampshire  
SO21 2RU

The main administration telephone line number is 01962 898000. The main fax number is 01962 712103. (If you have any queries concerning your training you should contact us on the following number: 01189 365334)

### **The Grounds**

You are more than welcome to walk around the grounds that we lease during your lunch break. Please make sure that you do not go onto the land that belongs to Southern Water (it is signed). There is a fence that separates our land from Southern Water's.

### **Travel**

Transport Links (including train and bus times)

### **By car**

Our offices are just off junction 12 of the M3

### **From the Northbound M3**

- Leave the M3 at Junction 12
- At the roundabout take the second exit onto the A335 (signposted Eastleigh (N) A335)
- At roundabout take the first exit (signposted Chandlers Ford, Otterbourne).  
At mini-roundabout continue forward onto Main Road
- At roundabout take the second exit onto Otterbourne Road
- Turn right onto Sparrowgrove – signposted Southern Water
- Follow the road to the end where you will find the main building
- Our parking is past the visitors parking at the end

## From the Southbound M3



- Leave the M3 at Junction 12.
- At the roundabout take the first exit (signposted Chandlers Ford, Otterbourne).
- At mini-roundabout continue forward onto Main Road.
- At roundabout take the second exit onto Otterbourne Road.
- Turn right onto Sparrowgrove – signposted Southern Water.
- Follow the road to the end where you will find the main building.
- Our parking is past the visitors parking at the end.

### By Train

The nearest railway station is Shawford Station, and services stop here fairly frequently.

The nearest mainline stations are either Eastleigh or Winchester from where you can get a taxi to our offices.

### By Bus

Bluestar number 1 bus passes the bottom of Sparrowgrove; this is the bus service from Southampton – Winchester / Winchester - Southampton. A copy of the current bus timetable is attached at the back of this induction pack. It is about a 15 minute walk from the bus stop to our offices.

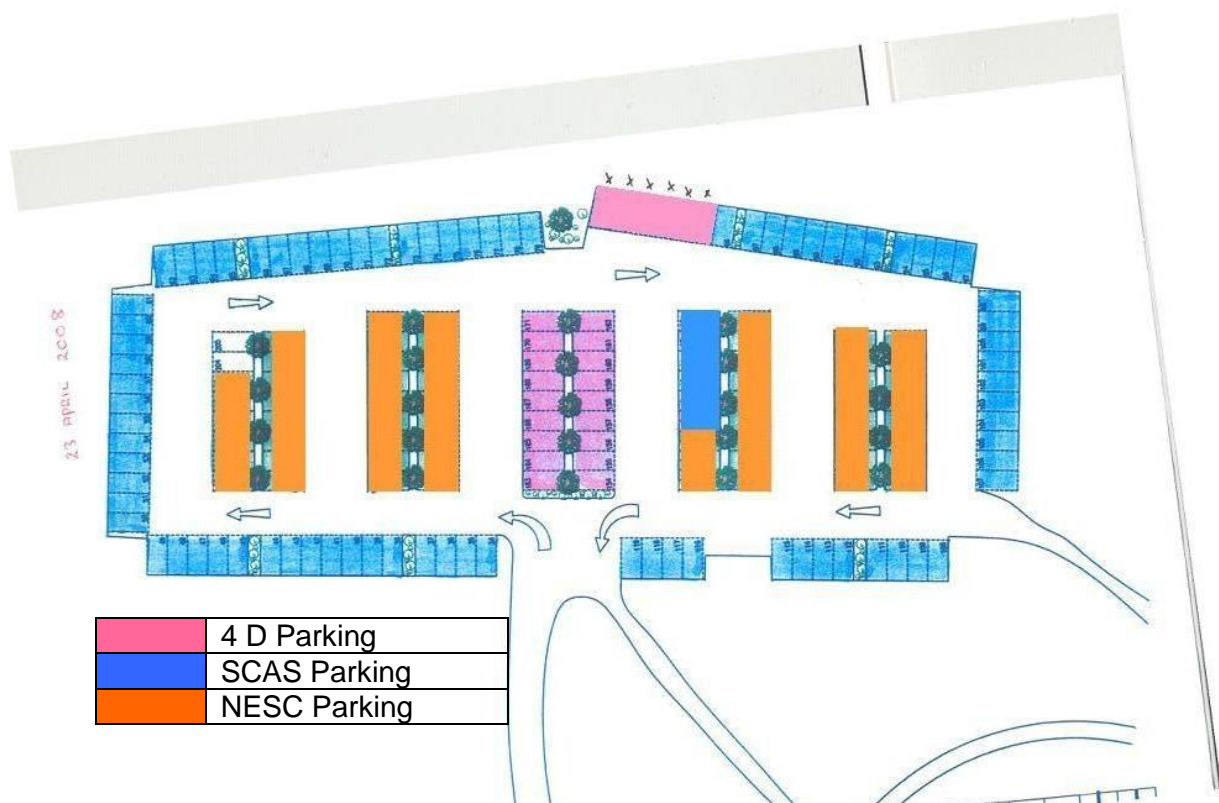
### Parking

**Bicycle Racks** – There is parking for bicycles in the car park area.

**Motorcycle Parking** – There is a motorcycle shed in the car park area.

**Car Parking** – Car parking spaces at Southern House are limited to 100 for SCAS staff.

Our spaces are the blue ones on the map below.



The first small car park you come to is the visitors car park. All SCAS staff are to park around the perimeter of the large main car park. There should be sufficient parking for all SCAS staff who drive to work on site under normal circumstances during the day. This takes into account that at any one time there are staff on leave, off sick, working off site or not working that day.

There is parking on site for visitors. SCAS visitors have 14 spaces.

### **Speed Limit**

The speed limit for ALL vehicles on the site is 15 mph. This should be adhered to at all times.

### **Access to the Building**

All SCAS staff should access the Southern House building via main reception.

	4 D Parking
	SCAS Parking
	NESC Parking

### **Training Facilities & Education Centre Staff**

Southern House has two bespoke training suites used by the EOC/111/CSD Training team to deliver computer based courses. Also available on site are rooms that can be used for training purposes. There is a team of EOC/111/CSD trainers based at Southern House. We also have guest speakers from external organisations to speak about their areas of expertise.

### **Operating Hours**

Most courses take place Monday to Friday during normal office hours 09:00-17:00, with the exception of EOC/111/CSD training, which takes place Sunday to Sunday between 08:30-01:00 hours, although you will be advised exact start and finish times, which vary according to course type. Punctuality in attendance is vital.

### **Teaching Methods**

A variety of teaching methods is used by the Educators on the course, including group work, lectures, practical exercises, off-site visits and demonstrations, as well as self-directed private study. These methods are adapted to each learning situation as required.

### **Private Study**

Courses are normally intensive and will require some personal input by the student. You must be prepared to devote some leisure time to revision of previously learnt topics or reading in preparation for the following day.

### **Tutorials**

Regular tutorials are held with students so that their progress can be discussed with the Educators involved. Extra tutorials and support will be given should the need arise, by negotiation between the Educator and the student involved. You will be made aware of your progress on a regular basis.

## **Learning Materials**

Students are provided with required textbooks and equipment such as personal headphones etc. Students are required to supply their own pens and stationery – it is also recommended to bring at least one lever arch file for storing written work and handouts.

## **Personal Belongings**

Students are reminded that all personal items are their responsibility and the Trust cannot be held responsible for any losses, however incurred. Please do not leave valuables unsecured within the building, store valuables in secure facilities provided for that purpose.

## **Health & Safety**

### **Signing In**

ALL staff and visitors must sign in and out of the building in order to comply with fire regulations. We must know who is in the building. There are 2 signing in books in the following locations: Mezzanine and top floor.

### **Fire Muster Points**

On the sounding of the alarm please congregate in the far left hand corner of the main staff car park.

### **Fire Exits**

The fire exits are clearly signposted. Emergency exits are situated at each end of the building wings and the main entrance.

### **Fire Alarm**

The fire alarm will be tested at 10.00 am every Tuesday. If the alarm cannot be heard or is not functioning correctly, please report it to the fire warden.

If the fire alarm sounds at any other time other than the designated time (and even if it continues for more than 30 seconds) you must leave the building immediately.

The EOC have flashing lights when the fire alarm is sounding through the rest of the building and the EOC also have their own policy when the fire alarm sounds or flashes, in respect of evacuation.

### **Fire Extinguishers**

Fire extinguishers are available on all floors within our areas. You should only use these extinguishers if you are trained to do so. You should not put your life or the lives of others at risk by doing so.

### **Lift**

There is a lift available on site to reach each floor.

Further details of emergency procedures will be provided at Southern House.

### **Kitchen Facilities**

There is a 'beverage bay' on the mezzanine and top floor for staff where you can make yourself a cup of tea and prepare a 'snack'.

There is also a small 'kitchen area' on the lower floor near the EOC for staff to make drinks and 'snacks'.

Please do not eat your lunch at your desk or the 'beverage bay'. There is plenty of space in the main kitchen to eat lunch. The main kitchen can be found on the same level as the EOC. You may eat 'snacks' and have drinks at your desk.

### **Catering / Refreshments for the site**

The building cafeteria is run by Mario. There are tables, sofas and a coffee bar and also hot and cold food available. Opening hours for Mario's are 0730 hours – 1600 hours.

We have a large kitchen and a small kitchen for SCAS staff only, which have microwaves and fridges.

### **Shops in our Local Area**

There is a petrol garage in Otterbourne Main Road. There is also a Budgens store attached to the petrol garage. There is also a Post Office at this store.

There are local pubs within a few minutes drive of our building in Otterbourne. These are The White Horse Inn, The Otter and The Old Forge.

## **URGENT OR EMERGENCY CONTACT INFORMATION**

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

*We have deliberately included this page twice. It is recommended that you retain one copy and leave the second copy with your partner or relative so that in event of any emergency, the information is at hand.*

Education Centre	02380 742040 Mon-Fri 08:00-16:00
Southern House Main Switchboard	01962 8980000
Scheduling Team (South)	02380 246174

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students who fall ill outside of normal working hours, should contact the Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.

Please remember, at all times you are never alone as far as urgent / emergency situations are concerned.

### **BOARS HILL EDUCATION CENTRE**

The Northern Education Centre is located in Boars Hill, Oxfordshire.

We are well connected to the primary route system, with easy access from Oxford, Swindon and London and close to the M40, A34 and A420. A map showing the routes to Boars Hill is enclosed.

The postal address is:

South Central Ambulance Service NHS Foundation Trust  
Northern Education Centre  
Building 2  
Foxcombe Hall  
Boars Hill  
Oxford OX1 5HR  
Tel: 01869 363155  
Office Mobile: 07876391563  
Fax: n/a

### **Education Centre Staff**

The department is headed up by Stuart Warner, Senior Education Manager.

All instructors are qualified lecturer/educators, who hold a wide range of qualifications and have an extensive background in training and education. The Education Managers based within the Northern Education Centre are:

Steve Butler	Education Team Manager
Paul Grant	Education Manager
Matthew Scott	Education Manager
Moose Harris	Education Manager
Laveendra Sahdeo	Education Manager
Martin Ashby	Education Manager
Laura Jobson	Education Manager

In addition, we use staff seconded from SCAS Education Centres and from Operations, all of whom are IHCD Instructors.

We are lucky to have guest speakers from various outside organisations who are able to take part in the course and speak about their areas of speciality.

### **Education Centre Facilities**

There are three training rooms each fitted with state-of-the-art equipment. There is a student recreation room with kitchen facilities, microwave oven and refrigeration facilities. There is also a garden area for all to use.

### **Training Schedule**

Courses are conducted through the normal working week, Monday to Friday. The normal hours within the Education Centre are 09:00-16:00 Monday – Friday. Punctuality in attendance is vital, as the course is intensive in nature and time lost would have to be made up.

### **Educator Availability**

Educators conducting the course will be available on an “as required” basis to support the students academically in the evenings, by arranging plenary sessions or one to one tuition and support. This will be done by negotiation between the Education Manager and the students.

### **Teaching Methods**

A variety of teaching methods are used by the Educators on the course. These include group work, lectures, practical exercises, visits off site and demonstrations, as well as self-directed private study. These methods are adapted to each learning situation as required.

### **Private Study**

The nature of the course is intensive and will require some evening work by the student. For instance, you must be prepared to devote part of your spare time to revision of previously learnt topics or reading an area in preparation for teaching the following day.

### **Tutorials**

Regular tutorials are held with students so that at all time their progress can be discussed with the Educators involved. Extra tutorials and support will be given should the need arise, by negotiation between the Educator and the student involved. At all times, you will be made aware of your progress.

### **Resources**

Students are provided with the minimum required textbooks and there is a library at the Education Centre where extra resources can be found. Students are required to supply their own pens, paper and similar materials. It is also helpful to bring at least one lever arch file for storing written paperwork and handouts.

### **Beverages**

Refreshments are available at the Education Centre. There are kitchen facilities with usual refreshments provided. The refreshment area must be left in a clean and tidy condition. This is the responsibility of the students using the facility.

### **Fire**

If the alarm goes off at any time during the course, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building. **N.B. There is a signing-in book located in the foyer. Please ensure that you book in and out of the Education Centre on a daily basis.**

### **Car Parking**

Parking is available at the Centre for private cars, but they are left at the owner's risk. There is ample free parking. If driving Service vehicles (i.e. ambulances) keys must be lodged with the Centre Administrator.

### **Medical/Dental/Optical Cover**



Advice is available from Team Prevent regarding health matters. In case of medical emergency the Educator will organise appropriate care. Outside of the Education Centre, for non-urgent assistance contact 111 or for emergency assistance dial 999. The nearest hospital with an Accident/Emergency facility is the John Radcliffe Hospital, Oxford.

### **Shops and Other Facilities**

Bicester is nearby and provides a large shopping complex within Bicester Village. Oxford and Banbury have large shopping areas where all major chains are represented. However at Boars Hill there are limited shop facilities, therefore students are advised to bring packed lunch.

## **DIRECTIONS TO BOARS HILL EDUCATION CENTRE**

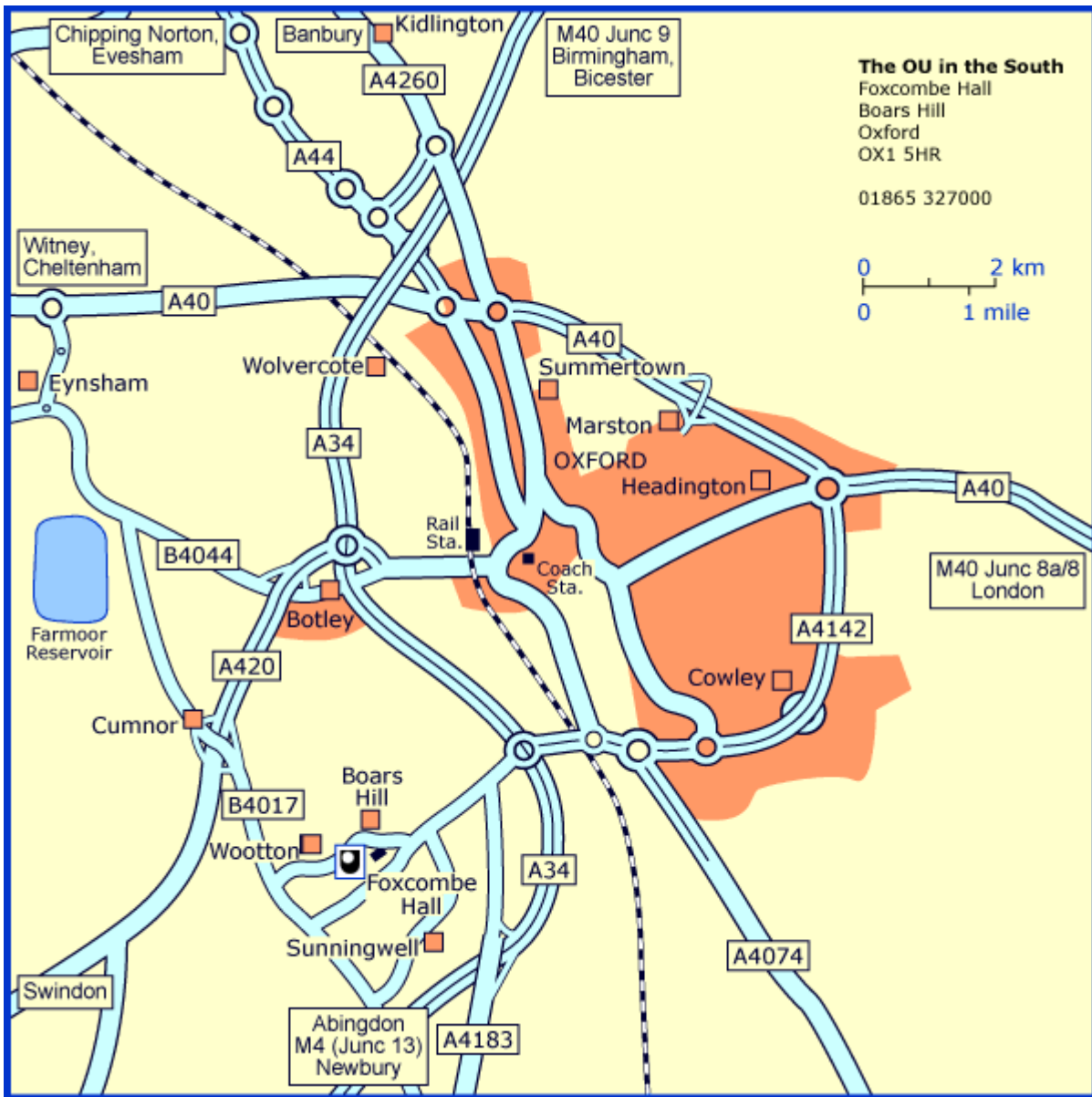
### ***Directions: By car***

From directions other than Swindon and the south west, The Open University in the South offices at Foxcombe Hall, Boars Hill, are most easily approached via the A34 and/or the Oxford southern ring road A4142.

- From the A34, exit at the 'Hinksey Hill interchange'. This is where the Oxford southern ring road (A4142) eventually meets the A34. (Road numbering on the southern fringe of Oxford is complex and not every route number is shown on our map. Signs on the A34 at this point include directions to Oxford, Ring Road, and A423).
- From the roundabout over the A34 at the Hinksey Hill interchange, take the turning for Wootton, Boars Hill and Scout Camp.
- After about half a mile, at the top of the Hinksey Hill, take the right fork, again signposted, Wootton, Boars Hill and Scout Camp.
- After about one mile, there is a fenced area of open farm land on the right hand side. Turn right at the end of this open land into Berkeley Road (still signposted to Scout Camp).
- The Open University offices are about 400 yards along Berkeley Road on the left hand side. Drive past Foxcombe Hall, bear left into Jarn Way and the OU car park is on the left.

From the Swindon direction, exit the A420 at the junction with the B4017 to Abingdon.

- At end of slip road from A420, turn right at the T junction and follow signs to Abingdon. Do not follow signs to Oxford.
- After about two and half miles on the B4017, there is a Harley-Davidson motor cycle garage. Turn left immediately before reaching the garage. The road is signposted Boars Hill and Scout Camp.
- After about one mile, shortly after reaching the top of the hill, turn sharp left into Berkeley Road
- The Open University offices are about 400 yards along Berkeley Road on the left hand side. Drive past Foxcombe Hall, bear left into Jarn Way and the OU car park is on the left.



## URGENT OR EMERGENCY CONTACT INFORMATION

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

*For these reasons, we have deliberately included this page twice. It is highly recommended that you retain one copy and leave the second copy with your partner or relative so that should a situation arise where speed of contact is an issue, everyone concerned will have the information at hand.*

Education Centre	01869 365206	Mon-Fri 09:00-16:00
FAX NUMBER	tbc	24 HRS
Scheduling (North)	01869 365115	

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students who fall ill outside of normal working hours, should contact the Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.

Please remember, at all times you are never alone as far as urgent / emergency situations are concerned.

### **NURSLING EDUCATION CENTRE**

Southern Education Centre is located within Nursling Resource Centre. Also housed within the building are the Ambulance Crew Resource Centre, Central Logistics Unit, Fleet Unit, Workshops and Make Ready.

The postal address is:

South Central Ambulance Service NHS Foundation Trust  
Southern Education Centre  
Nursling Resource Centre  
Unit 8a, Oriana Way  
Nursling Industrial Estate  
Southampton  
Hants SO16 0YU  
Telephone: 02380 742040 (Mon-Fri 08:00-16:30)  
Office Mobile: 07771 506082  
Fax: 02380 742069 (24 HRS)

### **The Education Staff**

The Department is headed by Stuart Warner, Senior Education Manager.

All instructors are qualified lecturer/educators, who hold a wide range of qualifications and have an extensive background in training and education. The staff based within Nursling Education Centre are:

Sarah Somerville	Education Team Manager
Clare McGonigle	Education Manager
Sid Marshall	Education Manager
Paul Price	Education Manager
Jane Thompson	Education Manager
Dave Palk	Education Facilitator
Marie Russell	Education Facilitator
Jo Cressey	Education Facilitator
Linda Palk	Education Coordinator
Pauline Unsworth	Education Coordinator

We are lucky to have guest speakers from various departments within SCAS and outside organisations who are able to take part in the course and speak about their areas of speciality.

### **Education Centre Facilities**

There are three main training areas within the department, two classrooms and an ALS/Skills Room which is fully equipped with a sophisticated simulation manikin, together with individual skill stations enabling practice of all practical skills.

There is a main reception/kitchen area providing a refrigerator, microwave ovens, electric toaster, water dispenser and a boiling water dispenser for hot drinks. Also available within the reception area are computers allowing students internet access.

## **Training Schedule**

Courses are conducted through the normal working week, Monday to Friday. The normal hours within the Education Centre are 08:30-16:00; Monday to Friday, although you will be advised exact start and finish times, which vary according to course type. Punctuality is vital, as most courses are intensive and time lost would have to be made up by the student. The Education Centre is manned from 08:00 hours daily.

## **Educators Availability**

Education Managers/Facilitators conducting the course will be available on an “as required” basis to support the students academically in the evenings, by arranging plenary sessions or one to one tuition and support. This will be done by negotiation between the Education staff and the Students.

## **Teaching Methods**

A variety of teaching methods is used by the Educators on the course, including group work, lectures, practical exercises, off-site visits and demonstrations, as well as self-directed private study. These methods are adapted to each learning situation as required.

## **Private Study**

Courses are normally intensive and will require some evening work by the student. You must be prepared to devote some leisure time to revision of previously learnt topics or reading an area in preparation for teaching the following day.

## **Tutorials**

Regular tutorials are held with students so that their progress can be discussed with the Education Facilitator/Manager involved. Extra tutorials and support will be given should the need arise, by negotiation between the Education Facilitator/Manager and the student involved. You will be made aware of your progress on a regular basis.

## **Resources**

Students are provided with the minimum required textbooks and there is a small library where extra resources can be found. Students are required to supply their own pens and stationery – it is also recommended to bring at least one lever arch file for storing written work and handouts.

## **Beverages**

Refreshments are available at the Education Centre. There are kitchen facilities with usual refreshments provided. The refreshment area must be left in a clean and tidy condition. This is the responsibility of the students using the facility.

## **Fire**

If the alarm goes off at any time during the course, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building. **N.B. There is a signing-in book located just inside the main entrance door. Please ensure that you book in and out of Nursling Resource Centre on a daily basis.**

## **Travel To and From Education Centre**

Travel between home and Nursling Resource Centre is the student's responsibility. Where possible, students are encouraged to group together and share transport to reduce the congestion at the car park.

## **Car Parking**

Limited free parking is available at the Centre for private cars. Please be mindful that this is an operational Resource Centre and you should refrain from parking to the front of building allowing for staff parking starting shifts. There is treble parking available to the side of the building which has been allocated to training. Please drive carefully when entering and exiting the site. The speed limit is 5 miles per hour.

## **Exclusion of liability:-**

All vehicles and any articles therein are left entirely at your own risk. Responsibility cannot be accepted for any loss or damage to your personal property. You are advised to ensure adequate personal insurance against such costs

## **Access**

On arrival at Nursling Resource Centre access is via the main entrance door and the Education Department is located on the first floor.

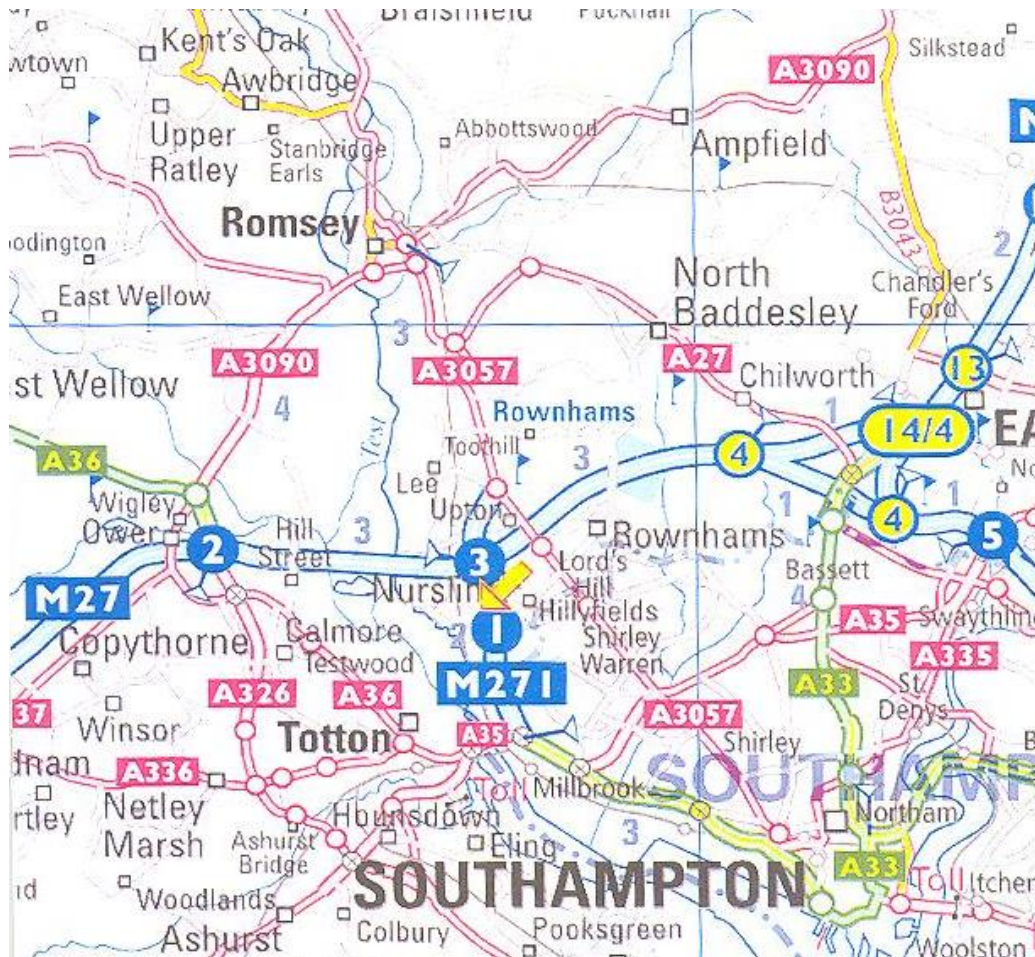
## **Medical/Dental/Optical Cover**

Advice is available from Team Prevent regarding health matters. In case of medical emergency the Educator will organise appropriate care. Outside of the Education Centre, for non-urgent assistance contact NHS Direct on 0845 46 47 or Bitterne Walk-in Centre on 02380 426356 or for emergency assistance dial 999. The nearest hospital with an Accident/Emergency facility is Southampton General Hospital, Tremona Road, Southampton, Hampshire, SO16 6YD. Dental facilities out of Education Centre times can be sought from the emergency dentist located in Bitterne, telephone 0845 0508345.

## **Shops and Other Facilities**

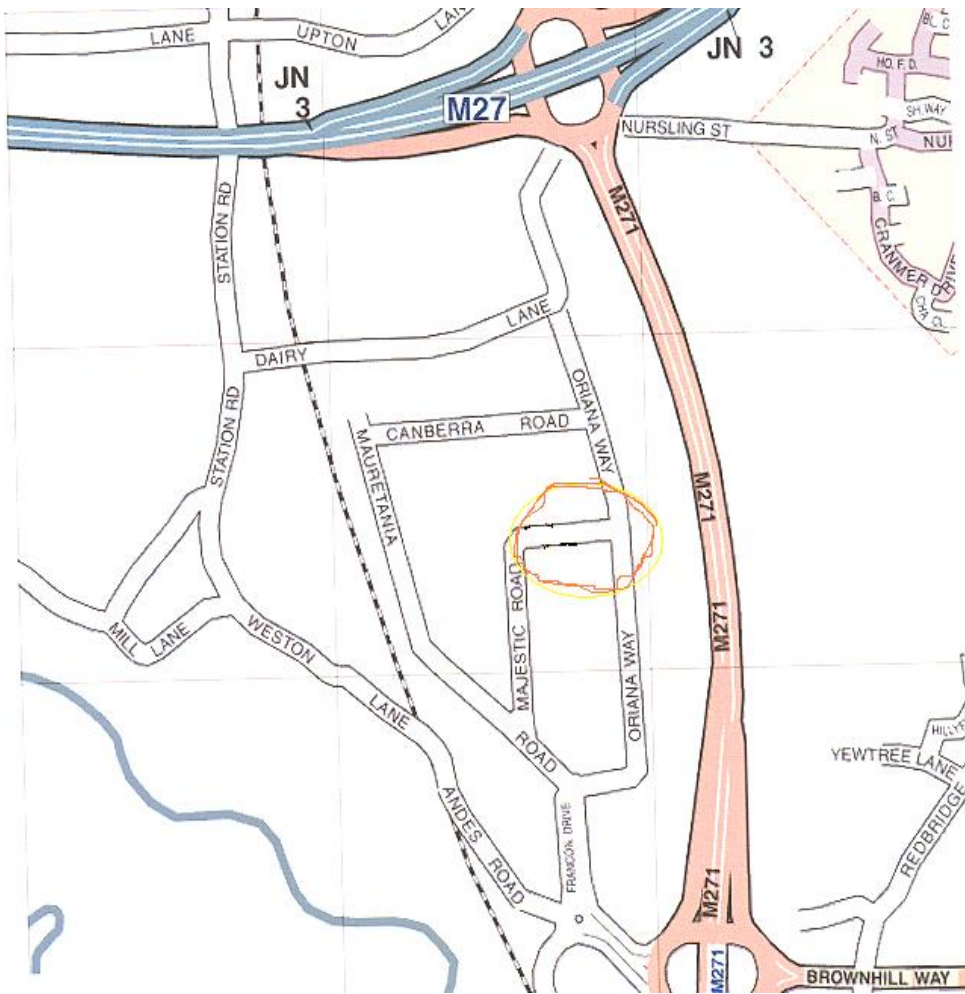
There are no shops in the close vicinity. Sainsbury's is approximately 2 miles away in Lordshill and there is a small shopping centre in Totton also approximately 2 miles away. There is a snack van available on the Industrial Estate daily, where sandwiches, hot food and drinks are available for purchase.

## DRIVING DIRECTIONS TO NURSING



If you are approaching via the M27 turn off at Junction 3 onto the M271. Continue onto the next Junction, Junction 1, and follow the signs to Nursling Industrial Estate. If you are approaching from Southampton City Centre, follow the A33 (Mountbatten Way) out of Southampton until you meet the M271. Enter the M271 at Junction 1, take the first exit onto Nursling Industrial Estate. On approaching the first roundabout take the second exit into Oriana Way. Nursling Resource Centre can be found on the right hand side.

## Street Plan



## TRAVEL

### **By Train**

The nearest Railway Stations are Redbridge or Totton. The Education Department is approximately a 2 mile walk from either station.



## URGENT OR EMERGENCY CONTACT INFORMATION

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

*We have deliberately included this page twice. It is recommended that you retain one copy and leave the second copy with your partner or relative so that in event of any emergency, the information is at hand.*

Education Centre	02380 742040 (Mon-Fri 08:00-16:30)
Scheduling Team (South)	03001239846

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students who fall ill outside of normal working hours, should contact the Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.

## 6. Joining Instructions for Driving Department

### DRIVING EDUCATION CENTRE

The Driving Education Centre is located on the first floor within Newbury Rugby Club.

The centre is also the base for The Driving Standards Manager, Mr Jon Porter and the Corporate Education Team Brian Lilley, Kenneth Wilcox and Phillip Turton.

As well as the delivery of a vast range of driving education activities the centre is also used as venue for meetings and other occasional training sessions.

The postal address:

South Central Ambulance Service NHS Foundation Trust  
Driving Education Centre  
First Floor  
Newbury Rugby Club  
Monks Lane  
Newbury  
Berks RG14 7RW  
Telephone: 01869 365201 (Mon-Fri 08:00-16:30)  
Fax: 01635 873828 (24 HRS)

### The Education Staff

The Department is headed by Mike Dunford, Head of Education for Compliance, Driving & Commercial and Drew Pitman, Senior Education Manager – Driving & Commercial.

All Education Managers/Instructors are qualified IHCD or ADI Instructors. The Education Managers based within the Driving Education Centre are:

Innes Baron	Education Manager - Driving
Eugene Gratwohl	Education Manager - Driving
Mike Brooke	Education Manager - Driving
Ricky Curtis	Education Manager - Driving
Jon Newell	Education Manager - Driving
Nigel Robb	Education Manager - Driving
Jeff Fuller	Education Manager - Driving
Ian Jefferys	Education Manager - Driving
Alan Futter	Education Manager - Driving
Dave Lewis	Education Manager - Driving
Rebecca Gaywood	Education Manager - Driving
Charly Robinson-Love	Education Manager - Driving
Ian Hobson	Education Manager - Driving
Gary Payne	Education Manager - Driving
John Thrower	Driving Education Support Tutor
Mervyn Goldring	Driving Education Support Tutor
Lee Floyd	Driving Education Support Tutor

## **Education Centre Facilities**

There is one classroom on site, together with a small kitchen area.

## **Beverages**

Refreshments are available at the Centre with the usual refreshments provided. The refreshment area must be left in a clean and tidy condition. This is the responsibility of the students using the facility.

## **Lunch breaks**

On most days, particularly during week 2 of the course, you will be away from the driving centre for the entire day. Food is not provided and you will need to make your own arrangements for this at lunch breaks. You can either bring a packed lunch or purchase something from a shop or garage during the morning.

## **Unsuccessful Candidates**

Unsuccessful candidates will be managed under the Trust Probationary Policy initially. This is an intensive 'Pass or Fail' course requiring your full commitment. Much of the theory study will be left to you to undertake – there will be only a limited amount of in-class time. The tutors will make every effort to support, guide and help you but ultimately it is **you** who will determine the outcome.

## **Dress code**

During this course you will be in public view. If you have not yet been issued with a Trust/Organisation uniform it is important that an appropriate and professional image is projected. You will be required to wear a white top and dark trousers and appropriate footwear (dark shoes or boots – not fashion wear). Consider your choice of footwear – remember this is a driving course.

## **Training Schedule**

Courses are conducted through the normal working week, Monday to Friday. The normal hours within the Education Centre are 08:00-16:00; Monday to Friday, although you will be advised exact start and finish times. Students on Driving Courses will be away from the Centre for most of the day and may be expected to start late to incorporate night drives. You will be advised of this by your Driving Instructor at the start of the course.

## **Tutorials**

Regular tutorials are held with students so that their progress can be discussed with the Education Facilitators involved. Extra tutorials and support will be given should the need arise, by negotiation between the Education Manager and the student involved. You will be made aware of your progress on a regular basis.

## **Resources**

All documentation required will be supplied with the exception of a Highway Code. Please ensure that you bring a **current** copy. Be cautious when purchasing a Highway Code as some shops will still have out-of-date issues on the shelves. Students are required to supply their own pens and stationery.

## **Fire**

If the alarm goes off at any time during the time that you are in the Centre, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building. **N.B. There is a signing-in book located just inside the door to the unit. Please ensure that you book in and out on a daily basis.**

## **Travel To and From Education Centre.**

Travel between home and Newbury Driving Centre is the student's responsibility.

## **Car Parking**

There is extensive free parking available at the Centre for private cars. Please drive carefully when entering and exiting the site. The speed limit is 5 miles per hour.

Exclusion of liability:-

All vehicles and any articles therein are left entirely at your own risk. Responsibility cannot be accepted for any loss or damage to your personal property. You are advised to ensure adequate personal insurance against such costs

## **Access**

On arrival at Newbury Driving Centre access is via the main entrance door and the Education Department is located on the first floor.

## **Medical/Dental/Optical Cover**

Advice is available from Team Prevent regarding health matters. In case of medical emergency the Educator will organise appropriate care. Outside of the Education Centre, for non-urgent assistance contact NHS Direct on 0845 46 47 or:

Reading Walk-in Health Centre  
1<sup>st</sup> Floor 103-105 Broad Street Mall  
Reading RG1 7QA  
Tel: 0118 902 8300

Or for emergency assistance dial 999.

The nearest hospital with an Accident/Emergency facility is:

### **Basingstoke and North Hampshire Hospital**

Aldermaston Road  
Basingstoke  
Hampshire  
RG24 9NA  
01256 314700

There is also a minor injuries unit at:

### **West Berkshire Community Hospital**

London Road  
Thatcham  
Berkshire  
RG18 3AS  
01635 273300 (main switchboard)

Dental facilities out of Education Centre times can be sought from the emergency dentist located in:

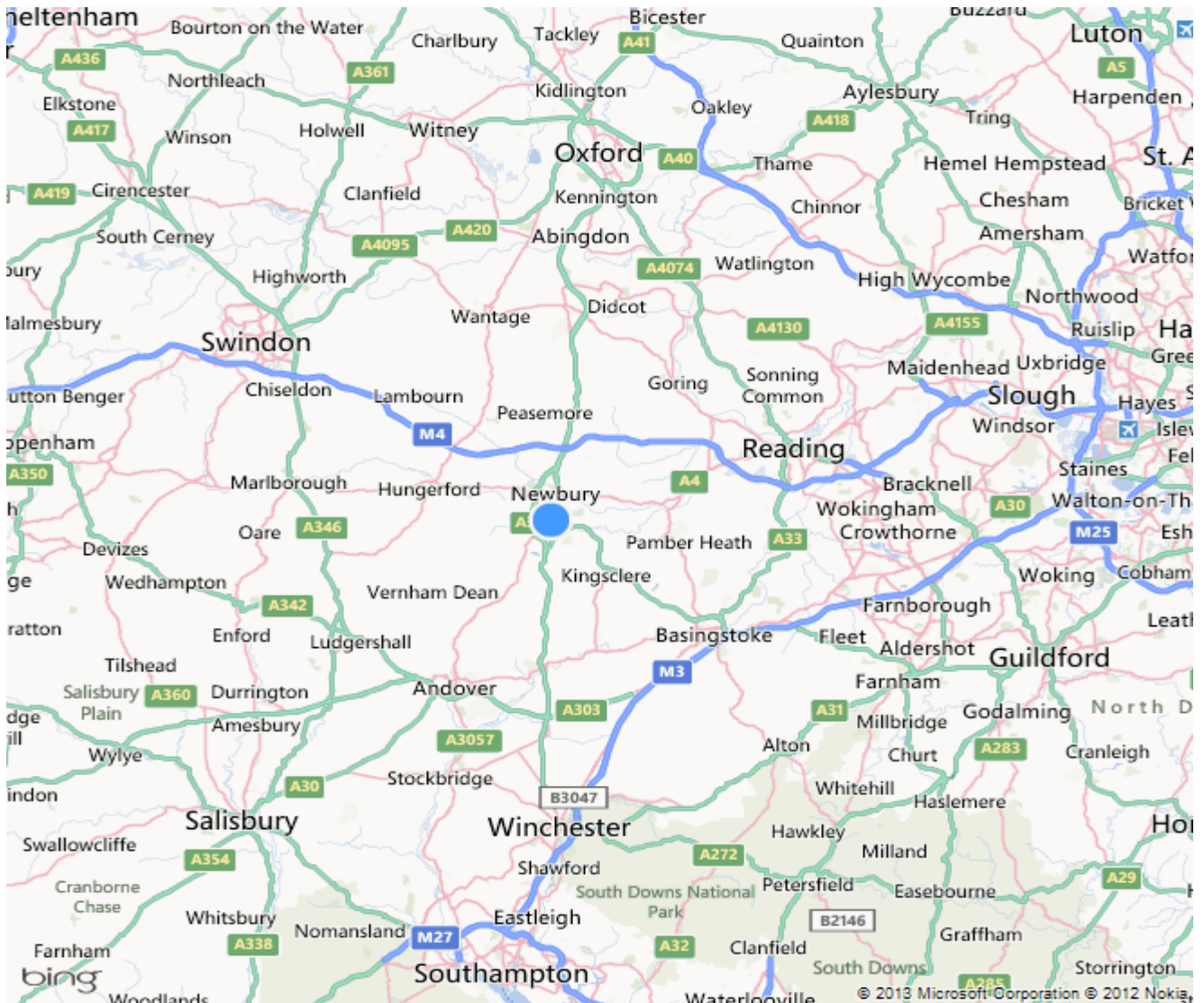
Wash Common Dental  
2 Essex Street  
Newbury  
Berkshire RG14 6QN  
T: 01635 45876

## Shops and Other Facilities

A Tesco supermarket is approximately 1 mile from the Centre and a local newsagent, Budgens store and fish and chip shop approximately ½ a mile away and there are two filling stations within a few minutes of the Centre.

There is also a small fitness gym within the Rugby Club premises and arrangements can be made for temporary membership for candidates for the duration of their course.

## Road Map



## URGENT OR EMERGENCY CONTACT INFORMATION

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

*We have deliberately included this page twice. It is recommended that you retain one copy and leave the second copy with your partner or relative so that in event of any emergency, the information is at hand.*

Driving Education Centre	01869 365201	Mon-Fri 08:00-16:00
Education Centre (South)	02380 742040	
Education Centre (North)	01869 365206	
Scheduling Team (South)	03001239846	
Scheduling Team (North)	01869 365115	

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students who fall ill outside of normal working hours, should contact the Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.

### Appendix 1

#### **Safety of Personal Belongings**

Students are reminded that all personal belongings are their responsibility and the Trust cannot be held responsible for any losses, however incurred. Please do not leave valuables unsecured within the building, store valuables in secure facilities provided for that purpose. As the centre is used primarily by the education centre staff, the centre carries a small security risk, but nevertheless, care should be taken.

#### **Discipline/Behaviour**

Students are reminded that they are part of a disciplined uniformed organisation and behaviour, at all times, should be in keeping with the standard required. Any breach in the high standard expected may result in formal action being taken against the individual. Please remember that you represent South Central Ambulance Service and your behaviour in public is noticed by many. Also, please be mindful in the use of social networking sites.

#### **Uniform**

Uniform, as issued by the Service, will be worn at all times whilst at the Education Centre, unless instructed otherwise. It is to be worn correctly and should be neat and clean. If you have not yet been issued with a Trust/Organisation uniform it is important that an appropriate and professional image is projected.

#### **Emergency Procedures**

If the alarm goes off at any time during the course, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building. *N.B. - A Signing-book is available in each Education Centre. Please ensure that you book in and out of the Education Centres on a daily basis.*

#### **Policies and Procedures**

The standard policies and procedures of the Trust apply to all specific training policies that are in force within the centre. Copies are to be read and signed as understood by each student at the commencement of the course.

#### **No Smoking**

The Trust has a no smoking policy throughout all Trust properties. This policy applies to all staff, contractors and visitors and will be rigorously enforced. Breaches of this policy may be considered as gross misconduct, which may result in dismissal.

#### **Mobile Phones**

All Mobile telephones must be switched off during all teaching/study times. They can be accessed during breaks. Educators' mobile telephones will be left switched on due to operational requirements.

## **Occupational Health Appointments**

All inoculations and blood test appointments are to be made with Team Prevent Occupational Health and it is the responsibility of the student to ensure that these are carried out in a timely manner.

Because of the intensity of the course appointments should only be made for Friday afternoons as this is the only time you can be released. Please do not book any appointments during the driving course.

Team Prevent address is: Atlantic House, Imperial Way, Reading, Berkshire, RG2 0TD. Telephone: 0118 903 6685. E-mail: [scas@teamprevent.co.uk](mailto:scas@teamprevent.co.uk) . Team Prevent will advise you of the Clinic which you will need to attend. These clinics are located in High Wycombe, Milton Keynes, Oxford, Reading and Southampton.

## **Recruitment Department**

If you have any recruitment related enquiries please contact the **Recruitment Team** on **01869 365 000**. Email: [recruitment@scas.nhs.uk](mailto:recruitment@scas.nhs.uk)





**NO SMOKING**

Policy Number: 14

May 2006

This Policy supersedes any previous no smoking policy.

Implementation date 1 December 2006.

This document should be made available to all staff employed by South Central Ambulance Service NHS Foundation Trust. Guidance and advice on the application of this procedure should be obtained from the Human Resources Department

**INTRODUCTION**

The weight of scientific evidence leads the Trust to believe that smoking can harm those who smoke and also others through passive smoking. Additionally, smoking is a fire hazard which constitutes a risk to staff and property. As part of the NHS, it is important to set a positive health example to others.

In consequence of the above the Trust has adopted a No Smoking policy at all Trust premises (inside and outside) and Trust vehicles. This includes lease cars. Employees may make a contribution to the cost of a lease car; however, the car remains the property of the Trust. Employees who have lease cars should be aware that the car needs to be returned in a satisfactory condition at the end of the lease. Please see the Lease Car Policy for more information.

## IMPLEMENTATION

This Policy applies to all staff, contractors and visitors and will be rigorously enforced. Breaches of this Policy will be dealt with under the Trust's Disciplinary Policy and may be considered as gross misconduct which may result in dismissal.

The Trust has determined that as of 1<sup>st</sup> December 2006 there will be:

- No smoking whilst on duty or during working hours; and
- No smoking on or in NHS property at any time; and
- No smoking in a public place whilst *recognisably* a member of SCAS staff. The term *recognisably* means that uniform should not be visible. It should be covered by a non-Trust jacket or coat.

It is permissible for an employee to smoke during their unpaid break, provided that:

- They are not smoking on or in NHS property; and
- They are not smoking in a public place whilst *recognisably* as a member of South Central staff.

Adoption of this policy means that smoking breaks during working hours will cease from 1<sup>st</sup> December 2006.

## RECRUITMENT AND APPOINTMENT

Job advertisements will include a reference to our No Smoking Policy and it will state that adherence to the Policy is contractual.

New staff will be advised at their local induction of the Trust's policy on smoking as will contractor's staff working on Trust sites.

## STAFF RESPONSIBILITIES

All staff have a duty to ensure that, in addition to their own compliance, they ensure that other staff, managers, patients, visitors and contractors are aware of the No Smoking Policy and comply with it.

## LINE MANAGER RESPONSIBILITIES

In addition, Line managers should make their staff aware of this policy and should encourage those who smoke to seek available support if they wish to stop smoking.

If challenged by an individual on their right to smoke, the following points should be referred to:

1. This is an extension of the Trust's Health and Safety Policy and is based on the same principles as other policies relating to toxic or harmful substances.
2. An employee cannot challenge the employer's right to introduce healthier and safer working practices or premises.
3. The policy is concerned with where it is not permissible to smoke but accepts that it is the right of any individual to continue smoking where and when it is permitted.
4. In accordance with the White Paper "Choosing Health" the NHS will be smoke free from 31<sup>st</sup> December 2006.
5. It is important that NHS employees set an appropriate example and by their actions do not undermine NHS policies to protect health.

## SUPPORT

The Trust will endeavour to support any staff wishing to give up smoking and the following facilities have been introduced:

- General information regarding the NHS National "Quit line" free phone. telephone number 0800 1690169 (0700-2300)
- Provision of information regarding smoking cessation courses
- One course of free or discounted Nicotine Replacement Therapy (NRT) for 12 weeks
- Regular publicity of smoking cessation services open to staff and their families across South Central.

Any other advice and support suggested by staff will be considered.

### **References:**

Department of Health. *Smoking Kills A White Paper on Tobacco*. December 1998.

Department of Health. *Choosing Health – making healthy choices easier 2004*

<http://www.statistics.gov.uk/pdffdir/few0704.pdf>

Health Development Agency *Guidance for smoke free Hospital Trusts*. 2005

Notes