

Welcome Pack

Introduction for Doctors and Dentists



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This interactive pack will help prepare you in advance of your start date

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Welcome

There really has never been a more exciting time to join us

On the 1st of April 2020 University Hospitals Bristol NHS Foundation Trust formally merged with Weston Area Health NHS Trust. With a combined workforce of over 13,000 people, University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) is one of the largest NHS Trusts in the country.

With a vision and values which are closely aligned, it will provide fresh opportunities for our people to work in partnership across a large and diverse geographic area and help to provide an 'outstanding' level of care for all our patients across the region.

Our people are critical to the success of the Trust and our mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

We hope that you will enjoy your time here and thank you for choosing UHBW.



"I am proud to lead this organisation. I hope I will get the opportunity to meet you and wish you the very best for your future in person. Until then, thank you for becoming part of UHBW."

Prof Stuart Walker
(Interim CEO)

"I am delighted to welcome you to University Hospital Bristol and Weston NHS foundation trust. You are joining an organisation full of talent and dedicated people all working together to achieve our strategic ambitions.

You join us at the start of an exciting journey as we begin to implement the Patient First - a long term, tried and tested approach to continuous improvement like nothing UHBW has ever done before. As one of the largest trusts in the country with 10 hospital sites providing a wide range of healthcare services at both national and local levels each and every one of the 13,500 colleagues who make up team UHBW are critical to our success. Our trust values supportive respectful innovative collaborative are reflected in how we listen to our community, that diversity and inclusive nature of our workforce and our pledge to treat all patients and each other without discrimination or prejudice".



The Trust was rated Good by the Care Quality Commission (CQC)

UHBW

FACTS & FIGURES

The new Trust was formed on 1 April 2020 when UHBristol and Weston Area Health merged

As a 'digital exemplar' Trust we use technology to improve our working practices



With 13,000 staff, our Trust delivers over 100 different clinical services across 10 different sites



[Our mission](#) 

[Our vision](#) 

[Meet the Trust Board](#) 



Essential Information

In this section you will find practical information that you will need in your first days at UHBW



IT Access

Your IT access will be arranged before you start. On your first day contact the IT team to provide you with login details.

IT Helpdesk



Send email



ID Badge

All employees require a NHS ID card. The Education team will send you instructions to collect this on your first day.

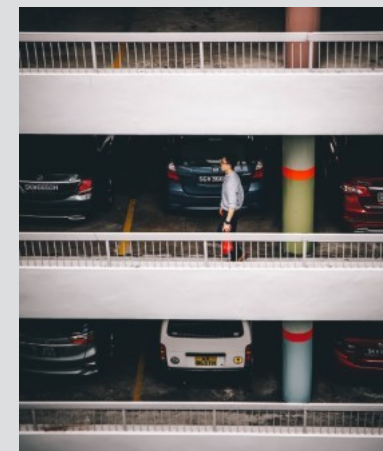
ID Badge



Name Stamp

Your GMC stamp will be arranged by Resourcing during your recruitment process and given to you at induction.

Resourcing Team



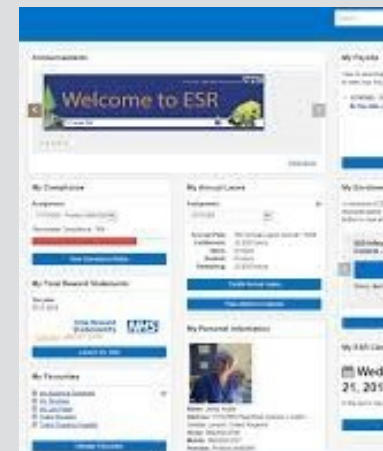
Car Parking

The Trust offers limited onsite and discounted offsite parking for the staff. For criteria and to apply please see the Car Parking Policy.

Find out more



Enquiries



Payroll

Pay day is on the 27th of every month. Payslips are electronic and can be accessed via the ESR self-service.

Find out more



Contact



Our facilities

UHBW has two main sites, the Bristol site with eight hospitals and the Weston site.

Our hospitals in the centre of Bristol include the Bristol Royal Infirmary (BRI), the Bristol Royal Hospital for Children (BRHC), the Eye Hospital, the Dental Hospital, Saint Michael's Maternity Hospital, the Bristol Oncology and Haematology Centre (BHOC) and the Heart Institute. In addition, the South Bristol Community Hospital (SBCH) is located in Hengrove.

In the Weston area, there are three premises: the Weston General Hospital and Community Children's Services in Weston-Super-Mare and at The Barn in Clevedon.

[Bristol Site Map](#)



[Weston Site Map](#)



Bristol Royal Infirmary and Weston General Hospital are the two general adult hospitals

BRI WELCOME CENTRE

The BRI's Welcome Centre offers a range of facilities for patients, visitors and staff at the hospital. The centre houses a WH Smith, Marks and Spencer and Stockshop, as well as a community pharmacy provided by Boots.

In addition, most of our Bristol hospitals are located within a couple of minutes walking distance to the city centre and its two main shopping malls, Cabot Circus and The Galleries.

Cash machine

A cash point machine is located on level 2 of the Queen's Building at BRI.



Food & Drink

There are a number of cafes and restaurants across our hospitals, including our **Brewnel's** cafés, which are run by NHS staff.

Apart from a **Costa Coffee** in the BRI Welcome Centre, you can find **Brewnel's Plus** on level 9, a restaurant that serves hot and cold foods.

In Weston, there is a **Costa Coffee** shop situated by the main entrance of the Hospital and the **Rafters restaurant** which offers hot food and drinks. The vending suite adjacent to the restaurant is open 24/7.

You can also find vending machines in **Piers café** in the Academy building.

[Full list of cafes](#)



Training and Development

"UHBW is an organisation made up of strong and committed people and I am excited to be in a position to support and empower the further development of an inclusive environment that values diversity and in which everyone thrives."

Professor Stuart Walker

Interim CEO

In addition to the virtual Corporate Induction, you are required to complete essential training online.

At the moment, our corporate induction takes place virtually and consists of a combination of pre-recorded videos and e-learning.

You will receive full instructions on how to access these contents by email on the Monday before your start date.

The medical induction programme is 8 hours long and you will be able to complete it from home if you wish, ideally on your first day of employment at UHBW.

If you have any queries about your induction, contact the Medical Education team.

[Medical Education team](#) 



Statutory and Mandatory Training

Part of your induction and all of your future essential training is available on the online Learning and Development Portal Kallidus. You will need to use a temporary login to access the portal for induction.

[Login instructions](#) 

Annual Appraisal

Please connect to UHBW via GMC online - your RO is Prof Stuart Walker. The team can then set up your annual appraisal account with Fourteen Fish, the Trust Medical and Dental Appraisal portfolio.



[Find out more](#) 

Research and Innovation

Research and Innovation forms part of UHBW's mission to provide patient care, education and research of the highest quality.

R&I deals with all aspects of clinical research and development, including R&D approvals, setting up studies, commercial and non-commercial research, grant funding, and innovation and intellectual property.



[Find out more](#)



[Contact](#)



Quality Improvement (QI)

All UHBW staff have a role in ensuring the Trust delivers its quality aims. Our QI programmes aim to promote and encourage innovation and improvement within the Trust so that staff with good ideas can bring them to life.

[Find out more](#)





Everything Else

There is so much to tell you about UHBW


If you need more information other than what you can find in this guide consult the Trust intranet Connect and the specific sites HRWeb, FinWeb and InfoWeb. You can also contact the Medical Recruitment and HR teams on (0117 34) 2500.

Do want to keep up-to-date with the latest UHBW news? Every Monday you will receive in your inbox *Newsbeat*, the Trust's newsletter; our *Voices* magazine is issued bimonthly and we are active on social media. Follow us by clicking on the buttons below.


- Facebook 
- LinkedIn 
- YouTube 
- Instagram | @uhbwnhs 
- Twitter | @uhbwnhs 



Annual and Study Leave
How to request




Speak Up
Share your concerns



Staff Networks
LGBT+, BAME & ABLE+



Library Services
Find books, articles, evidence



Sickness Absence
Reporting and support



Equality & Diversity
Zero tolerance with discrimination




Big Green Scheme
Care without Costing the Earth




Shuttle Bus
Free for patients, visitors and staff




Wellbeing
A range of resources available




Staff Side
LNC and HMC



Our Charities
Raising funds for our hospitals



Bike Parking
Cycle centres and racks



Pastoral Support

At UHBW, we provide pastoral care to international staff migrating to the UK. Your pastoral support manager will be on hand to support you through the process, from giving advice about finding accommodation to anything you need to know about living in Bristol and Weston.



Relocation package

Please speak to your future line manager to understand what elements of the relocation package apply to your role.



Dr Amjed Ahlifi

"The relocation manager was in contact with me while I was in my country and he assisted in providing accommodation for me and bringing all the necessary stuff. He was always there whenever I had a query."



Dr Imaan Shaat

"The personal attention and dedication was beyond any expectations and even the most challenging aspects of the move were handled flawlessly."



Dr Muhammad Ameer

"The pastoral team guided me through visas, traveling, accommodation and much more. They made this big transition very easy and smooth for me, and I am grateful for working with such competent individuals."

Accommodation

Depending on your position, we may offer **Trust accommodation**. Our Trust accommodation primarily consists of single units, with limited availability of family houses allocated on a first-come, first-served basis. To prevent any inconvenience, it is advisable to discuss your accommodation requirements with your Relocation Manager.

How long do I get the accommodation for?

The Trust will provide upto 2 months of Trust accommodation. The charges will depend on the accommodation allocated to you.

Do I need to pay for my accommodation?

Depending on your position, the Trust may provide up to 2 months of Trust accommodation. Please note that this is not a standard offering, and candidates are encouraged to consult with their Appointing/Relocation Manager to determine eligibility for the 2 months of free Trust accommodation.

Can I extend my stay in the Trust accommodation?

We understand that due to exceptional circumstances, you may need an extension of your stay. While we strive to accommodate such requests, it is important to note that extensions are subject to availability and are not guaranteed. We strongly recommend that candidates communicate their intention to extend their stay to the residency team at their earliest convenience.

Guide to Rent

Here you will see a guide to renting documents designed by the NHS to help you understand the different processes and documentation involved in renting in the UK.

[Click to download](#)



Local Area Guide-Weston

Please click on the link below to download a comprehensive document covering areas in Weston and useful local information.

[Click to download](#)



Local Area Guide-Bristol

Please click on the link below to download a comprehensive document covering areas in Bristol and useful local information.

[Click to download](#)

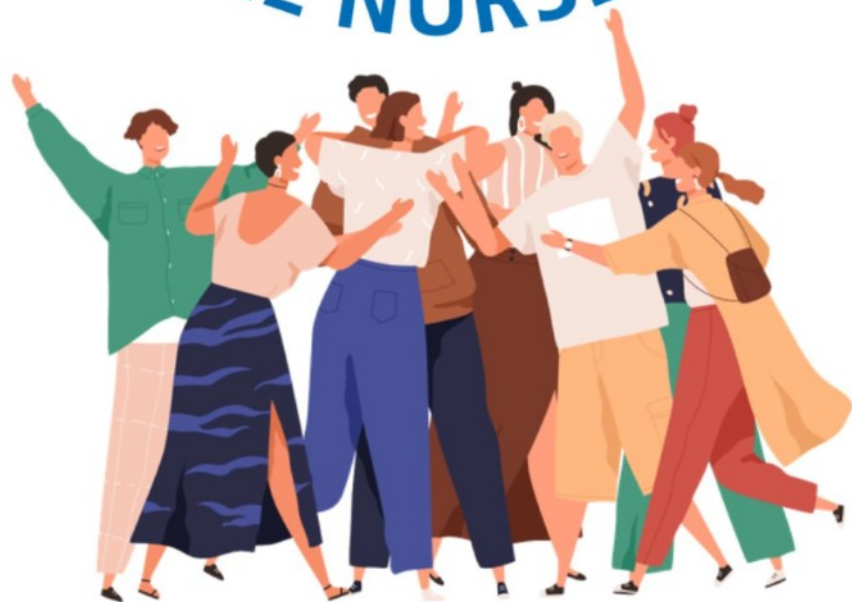


Guide to Bristol and Weston

We've compiled a Welcome Guide to assist you in discovering and exploring the offerings of these two dynamic locations covering topics such as amenities, food and shopping.

[Click to download](#)





Other Essentials

Although we have taken steps to ensure the correctness and accuracy of all the information provided, we want to make it clear that UHBW does not endorse any service providers or products. It is essential to verify the accuracy of these details before moving forward.

 [Accommodation Websites](#) >

 [Childcare](#) >

 [Schools](#) >

 [Special Education](#) >

 [Bank Account](#) >

 [Mobile & Internet](#) >

 [GP Registrations](#) >

Additional Information

Below listed are some additional things we think will help you navigate your way within the UK.

£ Staff Discounts >

The Blue Light Card is a discount service for the NHS and other essential workers, providing multiple discounts online and in-store.

🚌 Bus Travel >

We have put together a collection of information which will help you navigate your way within the city using public transport.

🚆 Train Travel >

Here we have put together information about train travel between Bristol and Weston.










Contacts

See below a list of some important contacts you would need during your initial days with the Trust


While every effort has been made to cover all the topics, if you feel you still need help locating a particular department, feel free to contact your Relocation Manager.

-  MEDICAL ROTA INFORMATION >
-  RECRUITMENT TEAM >
-  REFERENCE REQUESTS >
-  BRP CARD COLLECTION >
-  RELOCATION MANAGERS >

FAQ's

Here we have compiled a list of frequently asked questions by our newly arrived international colleagues at UHBW

 DO I HAVE TO SIGN UP FOR PENSIONS? >

 WHAT IS A GUARANTOR AND WOULD THE TRUST BE MY GUARANTOR? >

 CAN I GET A SALARY ADVANCE? >

 WHERE CAN I FIND MY NATIONAL INSURANCE NUMBER? >

 WHERE CAN I FIND MY STAFF NUMBER? >

 WHAT IS THE CYCLE 2 WORK SCHEME? >

 WHERE CAN I FIND INFORMATION ON EMPLOYEE WELLBEING? >

 CAN I SIGN UP FOR CHILDCARE VOUCHERS? >

 CAN I CLAIM CHID BENEFIT (PUBLIC FUNDS)? >



www.uhbwcareers.nhs.uk

