

Information Request Form

The Operational Directorate has asked the switchboard to hold home and mobile numbers in case of emergency. The numbers will be deleted from the database when your contract ends. All personal information held on the switchboard database is confidential and never disclosed, in accordance with the Data Protection Act 1998. **Please ensure any changes to your details are immediately advised to Switchboard, Library and Human Resources.**

Name:	Specialty & Grade:	
Home Tel Number:	Start Date:	End Date:
Mobile Number:	GMC Number:	
Personal e-mail address:		
New Designated Body	Deanery Trainee = HEE (EoE) Deanery	Trust or LAS Doctor = WSHFT Please complete the below fields
Previous Designated Body	Deanery Trainee = HEE (EoE) Deanery	Trust or LAS Doctor Please complete the below fields
Previous Designated Body		
Date of Last Appraisal	Date of ARCP	

I have informed the GMC that my new designated body is West Suffolk NHS Foundation Trust **Yes** **No**

I will be attending the mandatory PGME/Trust induction at 12.30pm on my first day (please mark no if you have been here within the last 2 years) **Yes** **No**

Library & Information Centre Membership required:
(By marking yes and signing below you are agreeing to Regulations and Rules below) **Yes** **No**

I have recent UK Prescribing Experience
(If No: please contact Ext 2813 to arrange local prescribing training & assessment) **Yes** **No**

Have you received instruction and training in the use of the Monovette Phlebotomy System and feel confident to use it? *(See below image for details) **Yes** **No**

If you wish to join the **Junior Doctors Mess**, please tick this box.

By ticking this box you are authorising the West Suffolk NHS FT to deduct from you monthly salary £10 per month, for your contribution towards the Junior Medical Staff Mess funds.

Pharmacy

Please sign and date this form, this will also be held by Pharmacy for their records.

Name: _____ Date: _____

Signature: _____

**LIBRARY REGULATIONS AND LENDING RULES

- Standard loans are for four weeks and short loans are for one week.
- Failure to return overdue items after three overdue notices have been sent will result in suspension of your library account until the outstanding items have been returned.
- A replacement fee of the full cost of the item will be charged for lost, or non-returned, items.
- Additional fees may be incurred and payable by you if the matter is referred to a debt agency.
- Items can be renewed for a further period provided no-one else has requested them.
- Up to six books may be borrowed at one time.
- Journals are reference only and may not be borrowed. Copyright rules apply to the photocopying of books and journals; please ask library staff for further assistance.

*Monovette Phlebotomy System

The Trust Standard in taking Blood Samples



Please return this form to Medical Staffing, West Suffolk Hospital.

Copies go to: Switchboard, Pharmacy, Monitoring, PGME, Library, ID (for Mess & payroll), J Rolph