

## Obtaining your UHD ID Card – Bournemouth Site

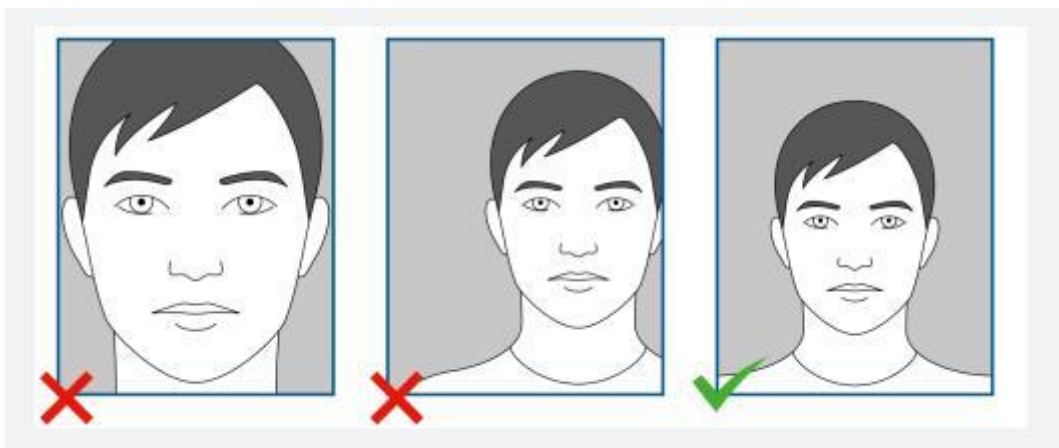
Site	Opening hours	Location	Contact
Poole	12:00-14:00, Monday to Friday	Main Reception Level -1	<a href="mailto:idadminpoole@uhd.nhs.uk">idadminpoole@uhd.nhs.uk</a>
Bournemouth	10:00 – 14:00, Monday to Friday	ID Badge Office, Main Atrium	<a href="mailto:NewBadgeTeam@uhd.nhs.uk">NewBadgeTeam@uhd.nhs.uk</a>

- Bournemouth office covers Christchurch site ID cards
- Poole office covers Yeoman's Way, Alderney and Beales sites ID cards.
- If you work cross site, ID Cards will need to be activated by the specific site ID office to get the permissions, you need.

**Complete the form below, which must be signed by a Line Manager or Human Resources, and email your completed form, plus a recent passport style photo to [NewBadgeTeam@uhd.nhs.uk](mailto:NewBadgeTeam@uhd.nhs.uk).**

The employee number on the form is the same as your BEAT username which will be emailed to you shortly before your induction.

Photo guidance: ideally a passport-sized headshot in a well-lit area, and a high-resolution image file



**BOURNEMOUTH & CHRISTCHURCH HOSPITALS  
ID CARD APPLICATION FORM**

**Bournemouth Opening Hours 10:00-14:00 Monday to Friday**  
**PLEASE EMAIL A RECENT PHOTO AND A COMPLETED FORM**  
**TO [Newbadgeteam@uhd.nhs.uk](mailto:Newbadgeteam@uhd.nhs.uk)**

**Staff Details**

(Title: Dr/Mr/Mrs/Miss/Ms) Full Name			
Job Title			
Department/Ward/Area		<b>Staff</b> - Employee Number <b>Student</b> - Random Generated Number <b>Doctor</b> - GMC Number	
EXT or Mobile number		ID Card End Date (if Known)	

**Badge Details**

Type of Badge	<input type="checkbox"/> New Member of Staff (Perm /Temp/ Bank/ Agency)	<input type="checkbox"/> Temporary Badge (Honorary/ Work Experience/ Contractor)
	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Student
	<input type="checkbox"/> Existing Staff - Details changed	<input type="checkbox"/> Existing Staff - Replacement Badge ( <i>Fee Payable</i> )

**Authorisation** - I confirm that the information on this form is accurate, and complies with the Trust's Security and ID Badge procedure.

Manager Signature		Name (PRINT)	
Job Title & Dept./Ward/ Ext. number			

**All ID badges are the property of the Trust and must be displayed at all times as per Trust Policy.**

**Lost ID cards must be reported to Main Enquiries Desk at the Bournemouth Site or the Security and ID office at the Poole site as soon as possible in order that the card can be restricted / cancelled. Unrecovered lost ID cards will be replaced with a fee of £10.00 paid.**

**Any changes to personal information, such as Change of Name, Title, Department, or Extension number should be reported to the ID teams.**

**Employee Declaration to be signed on collection of ID card** - I confirm that I will comply with the Trust's Security Rules and ID Badge procedure and will return my ID Badge to my Line Manager or a member of the ID Team, upon termination of my assignment with the Trust.

Where agreed with the Local Security Management Specialist, copies of staff ID photos may be provided to be displayed within the Trust in order to identify you, for example to display on noticeboards within Wards to aid in staff identification. If you do not wish your photo to be shared outside of the ID Badge Team, please tick here

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Employee Signature		Date of Signing	
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**OFFICE USE ONLY.**

Processed By		Date	
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**BOURNEMOUTH & CHRISTCHURCH  
ID BADGE APPLICATION FORM**

**Access Area - Select the areas required**

Location	RETRICTED ACCESS	Area	Location	Area
CCU/CIU/HDU	X		<b>NOTE: Proof of car park permit/access will be required</b>	
CCTV Control Room	X		Car Parks	
Global Access	X		Education Centre and Library	
Global Access and Car Park (No Path)	X		General Access to site and ward areas	
Global Access, Car Park and Path	X		General Access and Car Parks	
ITU Critical Care	X		Global Access	
Pathology	X		Global Access and Car Parks (No Path)	
Police Access	X		Global Access, Car Park and Path	
Theatre and Anaesthetics (seminal corridor, dirty corridor, theatre stores)	X			

**Personal Access**

Location	Area	Location	Area
Admin F/F Management Suite		IT and Medical Archive	
Alderney SSD		IT/Informatics Day Time	
AMU		IT/Informatics Day Time and Car Parks	
Atrium General Access		IT/Informatics On-Call Access	
Ambulance Access		IT/Informatics On-Call Access and Car Parks	
Blood Bank		Jigsaw G/F	
BDEC		Jigsaw F/F	
Bournemouth Private Clinic (BCP)		Jigsaw G/F Oncology Reception	
Catering Office		Jigsaw F/F Oncology Reception	
Commercial Services		Linen Room	
Cardiac Intervention Unit (CIU)		Macmillan Unit – XCh	
Christchurch External Door		MRI/CT	
Christchurch Therapies		Medical Secretaries	
DC2 Data Centre		Maternity MLU Main Entrance	
Derwent Ward		Maternity MLU Staff Area	
Doctors Mess		Mortuary	
DTC/Sandbourne Doors		Nuclear Med and Med Physics	
Discharge Lounge		Oasis Restaurant Meeting Room	
Eye Unit F/F Ward		Pharmacy	
Emergency Department (ED)		Pharmacy – Drug Store	
Education Centre – MGMT Suite		Porters Access	
East Wing Hospital Street		Pre-Admission Office (OPD)	
Endoscopy (West Wing Lift)		Stores – Goods In	
Equipment Library		Stour Building Main Entrance	
Estates/CMT/Clinical Engineering		Stour Building F/F	
Estates Engineering		Stour Building G/F Medical Records	
Human Resources (HR)		Stour Building Medical Records Trolley Park	
IT Tutorial Room F/F		X-Ray and Ultrasound	