

## Obtaining your UHD ID Card – Poole Site

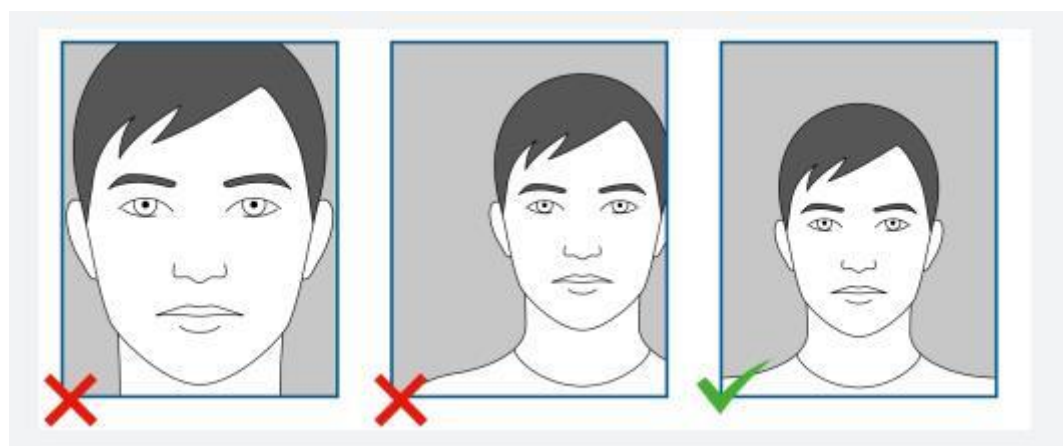
Site	Opening hours	Location	Contact
Poole	12:00-14:00, Monday to Friday	Main Reception Level -1	<a href="mailto:idadminpoole@uhd.nhs.uk">idadminpoole@uhd.nhs.uk</a>
Bournemouth	10:00 – 14:00, Monday to Friday	ID Badge Office, Main Atrium	<a href="mailto:NewBadgeTeam@uhd.nhs.uk">NewBadgeTeam@uhd.nhs.uk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



## POOLE HOSPITAL ID CARD APPLICATION FORM

**Poole Opening Hours 10:00-14:00 Monday to Friday****PLEASE EMAIL A RECENT PHOTO AND A COMPLETED FORM  
TO; idadminpoole@uhd.nhs.uk****Staff Details**

(Title: Dr/Mr/Mrs/Miss/Ms) Full Name			
Position 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 Staff -Perm /Temp/ Bank/ Agency ( <b>Please circle</b> )	<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 Cards are the property of the Trust and must be displayed at all times as per Trust Policy.  
ID Cards must be returned to the Trust upon termination of employment/studies.****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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POOLE HOSPITAL ID BADGE APPLICATION FORM

Access Area

This page to be used by Line Manager only

Select the areas required

Location	Area ✓	Location	Area ✓
Access to site, general & ward areas		Medical Records	
AMU Drugs Room (Special Request)		Microbiology	
Bike Store		Mortuary	
Catering		MRI	
Child Health – Staff access		Nuclear Med & Med Phys	
Cleaners		Pathology	
Doctors Mess		Pharmacy	
Duty Manager (as required by role)		Pharmacy Robot(Special Request)	
ED Drugs Room (Special Request)		Porters/Security Access	
Endoscopy only (contractor access)		Radiotherapy	
Estates/CMT/Clinical Engineering		SSD & Endoscopy	
Finance		Switchboard	
Gully's Place (Child Health) visitor access		Main Theatres	
Human Resources		Main Theatre Stores	
IT		Forest Holme	
IT Server rooms (special request)		<b>Non Poole Staff Requirements</b>	
Library Access		BMI Staff access	
Logistics		Costa Staff access	
Maternity		SWAST staff access	
<b>N.B.</b> Enter the total number (figure) of areas requested from above.		<b>If this figure is altered the form will be rejected</b>	

General Access to site– Includes authorised access to areas as below

<p>If you have ticked 'Access to site' above,(the first box) then, access is automatically provided for these areas.-&gt;</p>	Access Doors (All External Entrances/Exits)	Durlston
	A3 – RACE	E3
	A4 – Arne	Emergency Department
	A5 – Avonbourne	Endoscopy
	AG – AMU	Exit Area
	B2 -	Fayrewood
	B3-	Kimmeridge
	B4 -	Library
	B5 -	Lilliput
	C3 -	LINAC Office (1st floor)
	C4 - MIU/Cranbourne	Lulworth
	Cardio Respiratory	Lytchett
	Cornelia House/Churchfield House/Post Graduate Centre	Oncology
	Coronary Care	On Site
	Critical Care	Out Patients
	CT/X-Ray/Ultrasound	Parkview House
	Day Case	Portland
	Diabetes Centre	Restaurant/E Learning room
	Discharge Lounge	Sandbanks
	Dorset Breast Screening	Stroke Unit Acute/Rehab
	Dorset Cancer Centre	Studland