



A guide to working on the Royal Bournemouth Hospital site

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**

Refreshments and facilities

Main restaurant

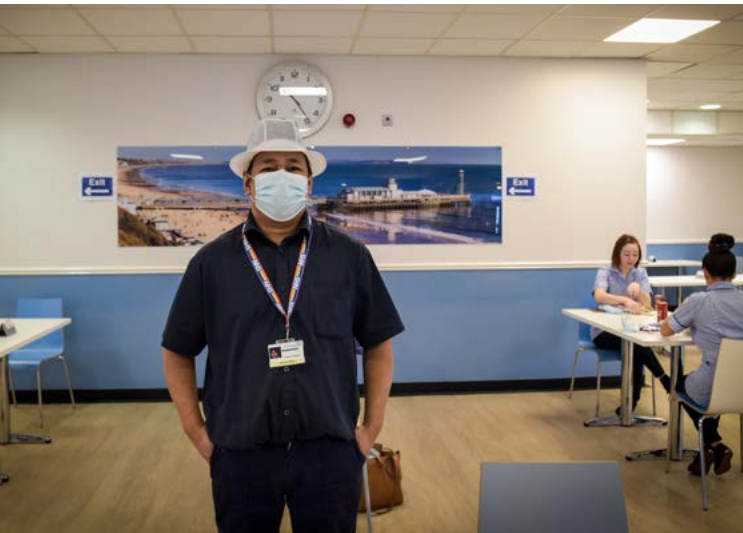
The main Shelley restaurant is located within the east wing opposite the hospital's lake. The restaurant serves a wide range of hot meals and drinks throughout the day.

The restaurant is open daily from:

Breakfast: **7.30-11am**

Lunch: **11.30am-2pm**

Evenings: **6-7.30pm**



Oasis

Staff alternative to main restaurant for light snacks, coffees and cold drinks.

Monday-Friday, **8am-3.30pm**



Vending machines

Available 24/7 and located between the Shelley restaurant and Oasis entrance. RVS coffee shop.

Located in the Eye Unit, the coffee shop is run by Royal Voluntary Services and serves a wide range of eat in or take away snacks and drinks.

Outpatients tea bar

Located in the Outpatients Department on the ground floor along the west wing. The tea bar serves a selection of light snacks and drinks. Open from Monday to Friday, **9am-5pm**.

Eye Unit Café

Located within the Eye Unit on the ground floor along the west wing. Serving a selection of light snacks and drinks. Open from Monday to Thursday, 9.30am-4pm and on Friday from 9.30am-2.30pm.

Boots pharmacy

Located next in the west wing by the orthopaedic outpatients entrance. Boots pharmacy is available for inpatients and outpatients with a hospital prescription. It also sells a range of over-the-counter medicine and stocks a good range of takeaway sandwiches drinks and snacks.



WH Smith

Update on future location due shortly - check intranet for latest update.



Tesco Extra

(Riverside Ave,
Bournemouth BH7 7DY)

Adjacent to the hospital is a large Tesco Extra, where you can find a wide range of food and drinks, homeware, petrol filling station and more.

Open 6am-12am

(petrol, open 24 hours).

There are free cashpoints.



Lockers

(key deposit required) are used within our changing rooms for which there is limited availability and a waiting list held. You can email travelteam@uhd.nhs.uk to request an application form. In addition, please contact your manager for any further locker provision in your working area.

Chaplaincy

There are chapels available for use on our sites and all faiths are welcome.

For more information about the facilities and the hospital chaplains click [here](#).



Meeting rooms and other facilities

Staff room

Each department has its own local arrangements please contact your manager.

Meeting rooms

Booking meeting rooms can be accessed from the homepage of the intranet.

<https://intranet.rbch.nhs.uk/systems/mrbs/day.php?day=29&month=07&year=2021>

Hot desking

Please contact your department manager for local information on docking stations for trust laptops available within your area.

A 'hot desking' offsite facility is currently being developed as part of the capital build plans with an onsite Hub at Yeomans Way, BH8 0BJ. Further booking guidance to follow.

Changing rooms

Free showers are available to use in the changing rooms near the Shelley restaurant and near the Eye Unit. For the access code contact travelteam@uhd.nhs.uk and they will respond to your UHD email account.

IT and digital technology

Logging on to a desktop computer

For RBH/Christchurch based employees logging on remotely, use the prefix user name **Rbch**

For Poole based employees, use:
Xpoole

IT toolkit pages (clinicians only)

<https://intranet.rbch.nhs.uk/index.php/it-training-department/user-guides/it-training-guides-for-doctors>

For all IT queries please contact the IT service desk on ext. **4222** (RBCH) or ext. **2347** (Poole).



Telephones

Telephone numbers for dialling Poole, the Royal Bournemouth and Christchurch hospitals have changed. Our new numbers begin with the prefix **0300 019**. Calls from the hospital to you also begin with our new prefix.



Switchboard numbers remain the same:

- Royal Bournemouth Hospital: **01202 303 626**
- Poole Hospital: **01202 665 511**
- Christchurch Hospital: **01202 486 361**

If you don't have the new number to hand for the person or department you are trying to reach, but have the old number, just dial **0300 019** and add the last four digits of the old number to the end.

Details for bleeping

On RBH site to bleep Poole:
Dial **783701** Pager # Ext #

On RBH site to bleep for RBH based staff:
Dial **701** Pager # Ext #

Printers

Several multifunction devices are available across the site. They provide facilities for emailing, printing, copying and scanning. Access for printing can be requested from any trust computer through the IT Self-Service Portal. Open the web browser and select **> IT Self-Service Portal >** log on as you would log onto a trust computer

WIFI

The WiFi network, called **_The Cloud**, is available throughout the building and will use your existing connection.

The App

The UHD staff app brings together useful information and resources at your fingertips, wherever you are, from your mobile phone. We'll also be able to keep in touch using urgent notifications on any important news or urgent messages that might affect your day to day work.

Scan the QR code with your camera then click on the link to download.



Parking, safety and security

Parking

The Travel team office is located in the main atrium. Applications can be made for permits holders for a reciprocal permit allowing parking across all of the hospital sites in designated spaces.

There are permits available for parking at the Littledown leisure centre located opposite the hospital. Please contact the travel team if you would like to consider this option and avoid the disruption caused by building works on site.

You can park in the public car parks out of hours if you hold a full staff permit. You can then upgrade to a plastic proximity card for £5 giving you access to the public car parks from 6pm to 6am and exit up to 10am.

Staff parking for permit holders is in the multi-storey and areas marked on the map.

Motorcycles can be parked for free of charge in the designated motorcycle parking areas.

Bicycle storage

There are locked cycle sheds across the site. A cycle shed/cage key can be purchased for £5 via the car park office or travel team. The office is open from 8am-8pm and you must show your ID badge when purchasing.



Security (includes ID badges)

UHD ID/access cards are site specific in that they will only operate on the site at which they were issued. Should cross site access be required, you need to attend the relevant ID card admin office.

For enquiries, contact: ext **6638** (Monday to Friday, 10am-2pm).

Fire safety

As part of your local induction the fire evacuation plan for your work area will be explained. If you hear the fire alarm:

- if sound is **CONTINUOUS** the fire is in your area
- if sound is **INTERMITTENT** the fire is nearby

Useful numbers

Chaplain	4221	Library	4270
Education and Training	4530/4267	Occupational health	4217
Estates	4291	PALS	4886
Fire	5785	Payroll	01722 336262
IT helpdesk	4222	Pensions	5147 / 4342
IT training	4285	Travel team	6415
Human resources	4251 / 4252	Car park office	5894

