

# Working Shifts at Royal Devon University Healthcare Trust

Please read all the information below carefully **before** your first shift.

## **Parking at North Devon District Hospital**

Register for a Parking Permit using the [guide](#). Once registered, you will need to download the App: Trust Parking (by Newpark Security Limited).

## **Parking at Royal Devon & Exeter (Wonford Hospital)**

[APCOA RDE NHS Staff TRAVEL PASS Portal](#)

For additional support, please contact: [RDUH.TravelHub@nhs.net](mailto:RDUH.TravelHub@nhs.net) or call 01392 403113.

## **EPIC Practical Training for My Care (Electronic Patient Notes)**

EPIC training **must** be completed for you to work shifts.

If you are an existing user and have any queries regarding additional courses, please contact:

Northern Services: [rduh.epictraining@nhs.net](mailto:rduh.epictraining@nhs.net)

Eastern Services: [rduh.servicedesk@nhs.net](mailto:rduh.servicedesk@nhs.net)

New Starters will be sent an IT access form for the relevant site and instructions on how to book an Epic session.

Epic training will be paid once attendance confirmation has been received. If you are new to the Trust, please then contact the Local NHSP team to arrange your Shadow shifts.

Registered Nursing and Midwifery to complete 3 shifts.

Unregistered Nursing and Midwifery to complete 5 shifts.

## Where do I need to go at Northern Devon District Hospital

If you have booked a shift on Allocate on Arrival, please report to Clinical Site Management on Level 1 Next to the Library, you will then be allocated to a ward.

There are instances where you may be sent to a South Molton Community Hospital, in this case a taxi will be arranged for you if required.

The Ward Directory is in the Main Entrance on Level 2.

## Where do I need to go at Royal Devon and Exeter Hospital

If you have booked a shift on Allocate on Arrival, please report to the NHS Professionals Office on Level 2, area E Pod 6, you will then be allocated to a ward.

For AOA shifts outside of office hours, you will be met by the Senior Nurse who will allocate you to a ward. There are instances where you may be sent to a Community Hospital, in this case a taxi will be arranged for you if required.

## Unable to attend a shift?

If you need to cancel a shift within 24 hours of the start time, please notify the ward by calling the Switchboard and asking for the relevant ward:

North Devon District Hospital: 01271 322577

Royal Devon & Exeter Hospital: 01392 411611

Please also cancel yourself from the shift in [My:Bank](#) at the earliest opportunity to allow others to book.

## IT Support

Northern Services – contact the IT helpdesk 0300 123 1722 or

Email [rduh.itservicedesk@nhs.net](mailto:rduh.itservicedesk@nhs.net)

Eastern Services - contact the IT Service Desk 01392 406177 or email

[rduh.servicedesk@nhs.net](mailto:rduh.servicedesk@nhs.net)

## Uniform

**NHS Professionals Bank Members are not required to have a Trust ID swipe card.**

Bank Members who are not substantively employed by the Trust, will receive an NHSP uniform and ID badge.

Bank Members who hold a substantive position with the Trust, should continue to wear their Trust uniform when undertaking bank assignments at this Trust.