



Royal Hospital for Children and Young People

Welcome Pack

Update: Dec 25

Jane McCrindle

Welcome

We extend a very warm welcome to you at the start of your new post within Royal Hospital for Children and Young People. We are committed to supporting staff to have a positive work experience, where they feel welcomed and valued.

We recognise the importance of ensuring staff starting at the hospital receive the appropriate local induction that meets both employee and service needs.

The purpose of this pack is to help introduce you to the services provided while you become familiar with your new working environment.

Organisational Contacts



Clinical Management Team	
ADMD	Dr Paul Leonard
CD Medical Paediatrics	Dr Laura Fraser
CD Specialty Paediatrics	Dr Sonia Joseph
CD Community Paediatrics	Dr Anna Chillingworth
CD Surgical/Anaesthetics	Dr Alistair Baxter
CD Emergency Department	Dr Lindsay Reid
CD PCCU	Dr Jillian McFadzean
CD Radiology	Dr Alan Quigley
Director of Women and Children's Services	Mr Aris Tyrothoulakis
Interim General Manager	Ms Anne Millburn
Clinical Service Manager, Women and Children's Services	Ms Sarah Archibald
Associate Nurse Director	Mr Peter Campbell

Leads	
Child Protection	Dr Charlotte Kirk
PET	Dr Caroline Kennedy Dr Paul Leonard
Resuscitation Officer	Ms Joni Wilson
Grand Round	Dr Umair Khan
Wellbeing	Ms Lesley Santos
Health and Safety Officer	Ms Rosalea Smith
ST Teaching	Dr Maria Tunchez Ruano Dr Peter Eves Dr Corrine O'Neill

Rota Masters	
FY/GPST Medical	Dr Anya Wilson
Tier 1 (ST1-3)	Dr Philippa Wood
Tier 2 (ST4-8)	Dr Rosalind Rabone
FY Surgical	Dr Suzanne Boyle
Surgical Reg	Mr Paul Cullis

Deanery	
Training Programme Director (Paediatrics)	Dr Laura Jones / Dr Ailis Orr
South East Deanery Senior Trainee Rep	Dr Sarah McDonald (Senior) Dr Hannah McManus (Junior)
Foundation Programme Director (S1)	Dr Alistair Gibson
Paediatric Surgery (National)	Mr Martin Flett
Trauma and Orthopaedics (SE)	Miss Emily Baird
Training Management Team Lead (Paediatrics)	Carol Leiper
Director of Medical Education	Dr Simon Edgar

Medical Education Directorate / University of Edinburgh Undergraduate	
Associate Director of Medical Education (RHCYP/DCN)	Dr Sarah Alexander
Medical Education Manager	Jane McCrindle
Medical Education Fellow	Dr Eleanor Watkins
Chief Registrar	tbc
Simulation Lead	Dr Martin Lister
Simulation Technician	Mr Alastair Dippie
MED Undergraduate Lead	Dr Umair Khan
Child Life and Health Lead	Professor Jurgen Schwarze
Undergraduate Module Organiser	Dr Jay Shetty
Undergraduate Module Lead	tbc

Resources



NHS Lothian Intranet

NHS Lothian Intranet is a great source of information for queries around policies and procedures. Basic IT access is required to access information on the Intranet.

Medical Education Directorate Website



Royal Hospital for Children and Young People

The Royal Hospital for Children and Young People is NHS Lothian's tertiary paediatric hospital. It provides acute, general and specialist care to the children of Lothian and South East Scotland.

[LOTH Doctors In Training | General | Microsoft Teams](#)

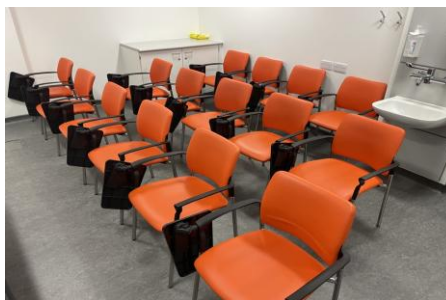
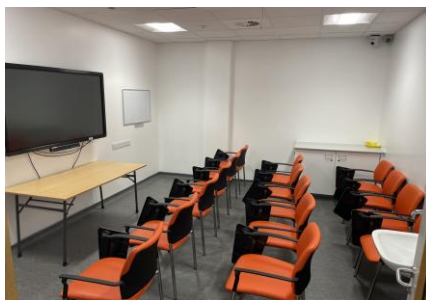


Medical Education Centre (Level 3) – Computer Carrel with the use of 6 PCs for Educational Purposes, 2 Teaching Rooms, 1 Seminar Room and 1 Meeting Room. In addition to SPHERE rooms, we have 3 laptops available to sign out for your educational needs.

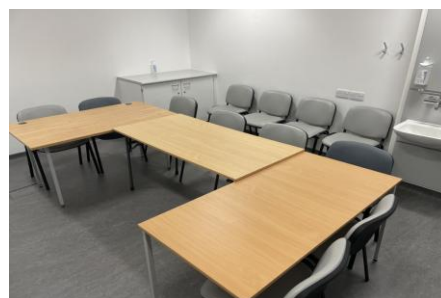
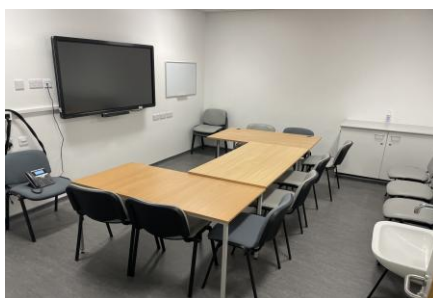
Seminar Room



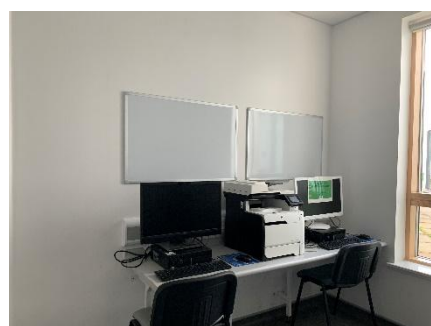
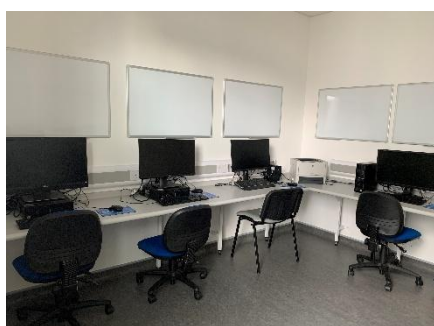
Teaching Room 1



Teaching Room 2



PC Access for CPD/QI work/personal study



Support and Wellbeing

You can find information, support and guidance on issues relating to mental health, physical health, working health and financial health on the staff room page within the Intranet

StaffHealth@nhslothian.scot.nhs.uk




South East
Scotland
Paediatric
Mentoring

Staff can access mental health support through Here 4 U. The number to call is 0131 451 7445 or email Here4U@nhs.scot



Work Well
Building a healthier and happier culture for our staff



Lothian Peer Mentoring Programme

All doctors at any stage of their training or career can benefit from a mentoring relationship

You can sign up to be a mentor, mentee or both

Interested?
Find out more here



Peer Support Service

PeerSupport@nhslothian.scot.nhs.uk



trickle@nhslothian.scot.nhs.uk



MED
Medical Education Directorate

Leave Requests



Annual Leave and Public Holiday Entitlement

	Annual Leave	Public Holiday
FY/GPST1/ST1-3	28 days per annum	8 days per annum
GPST2/ST4-8	33 days per annum	8 days per annum

Public Holiday for 2025

- Thursday 25th December 2025 - Christmas Day
- Friday 26th December 2025 - Boxing Day
- Thursday 1st January 2026 - New Year's Day
- Friday 2nd January 2026 - Public Holiday

Leave Request Procedure

- Email the electronic annual leave sheet record to the person responsible for authorising leave, detailing dates and any additional information that may be appropriate (such as dates being covered by alternative staff or days in lieu). You will be sent this sheet within a few weeks of your start.
- - **Medical**
 - FY/GPSTs – Dr Anya Wilson
 - ST1-3 Tier 1 – Dr Philippa Wood
 - Specialties/Tier 2 – Dr Rosalind Rabone
 - **Surgical**
 - FY – Dr Alistair Baxter/Dr Suzanne Boyle
 - Reg Rota – Mr Paul Cullis

- Once approved, email leave form to Management Services (Avril Scott) so you file can be updated and added to the leave system. The leave sheet will be emailed back to you once updated to confirm that the leave has been fully processed.
- If rejected, the authorising signatory will return the request detailing why the dates cannot be approved.
- Management Services will save copies of all correspondence for any future queries.

For Information

Days in lieu - Are also booked using this form. Days in lieu should be taken within 3 months for which time is being taken back.

Information – All queries or requests for information or clarification should be sent to Avril Scott

Records – Your leave record details your employment dates, leave allowance and leave taken to date in this post. You will be emailed within the first few weeks of your start date with a leave request form. If you need to request leave prior to receiving your record, please email Avril for further information.

Sick Leave Procedure



The procedure is as follows:

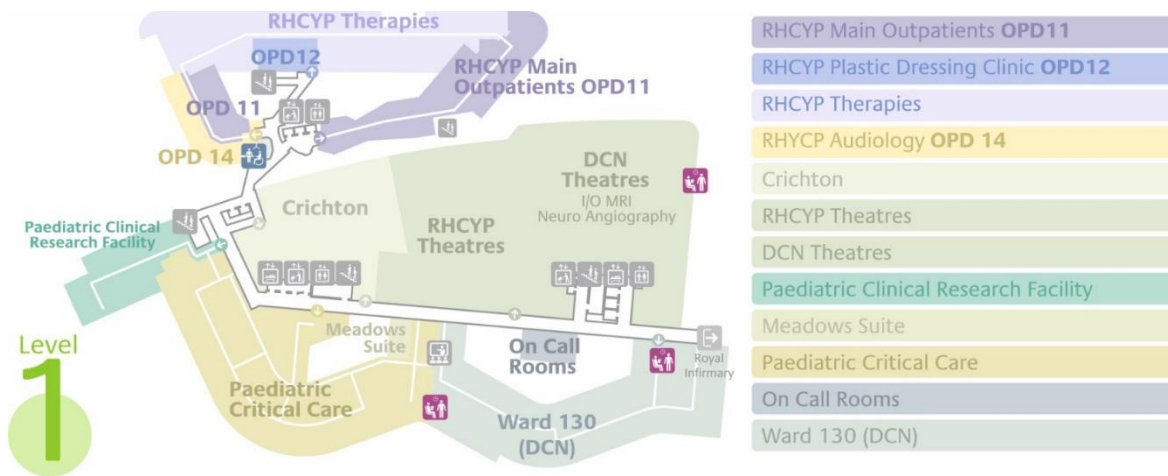
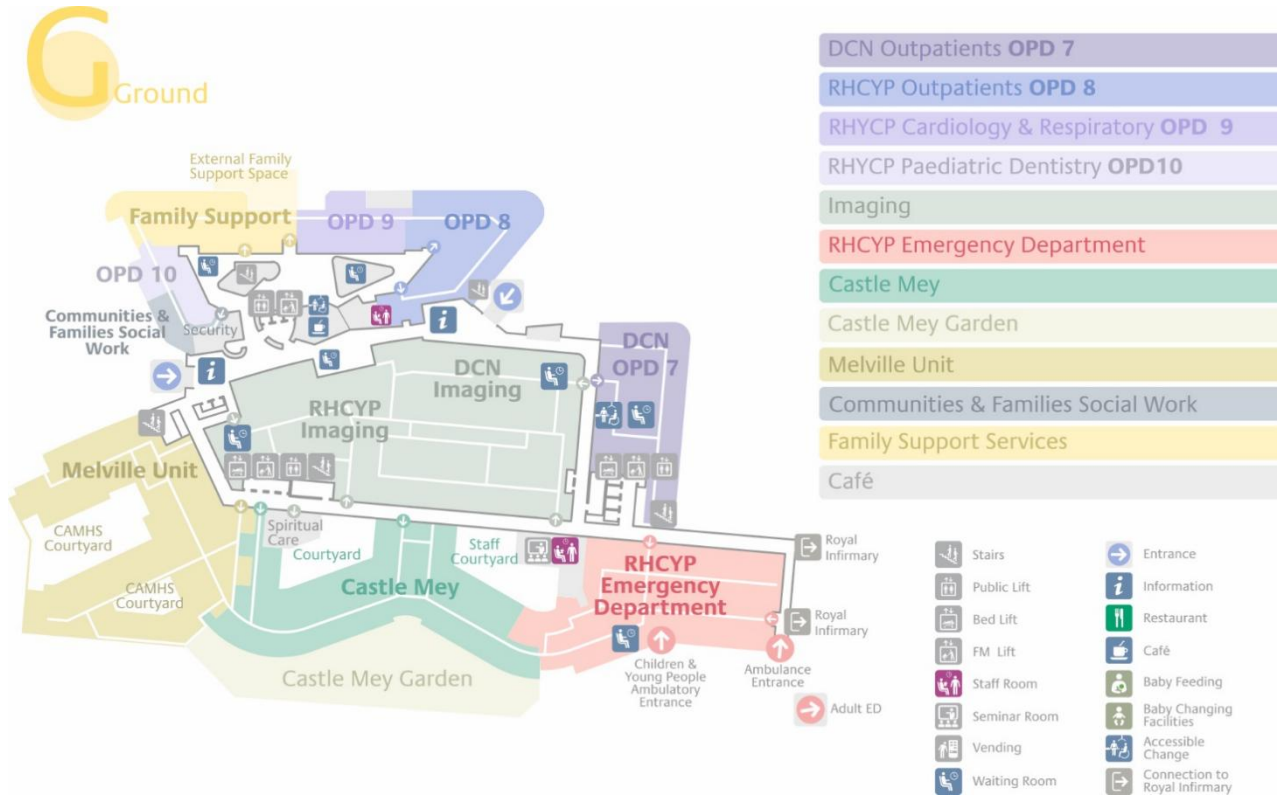
When you are unwell

- If you are unwell and unable to attend for your shift, please call the lead consultant for the area you are working in via switchboard 0131 536 0000 to notify them you are unable to attend for your shift.
- Please call and notify your rota master:
- Medicine – FY/GPST: Dr. Anya Wilson/ST 1-4: Dr. Philippa Wood/ST 5-8: Dr. Ros Rabone/Dr Sarah Kiff: Consultant on-call/PARU: Dr. Mairi MacInnes
- Surgical – FY: Dr. Suzanne Boyle/Senior ST+Consultant: Dr. Paul Cullis 3. Please then email: loth.cycleaverequests@nhs.scot to confirm you are off; the reason for your absence and the date you anticipate you'll be able to return to work. You should CC' in your rota master, the lead consultant for your area and your supervisor.
- You can self-certify for absence leave for up to 7 calendar days. If your absence is for 8 or more calendar days, then you will be required to provide a medical certificate (provided by GP or hospital doctor). This should be emailed to: loth.cycleaverequests@nhs.scot

Returning from your absence

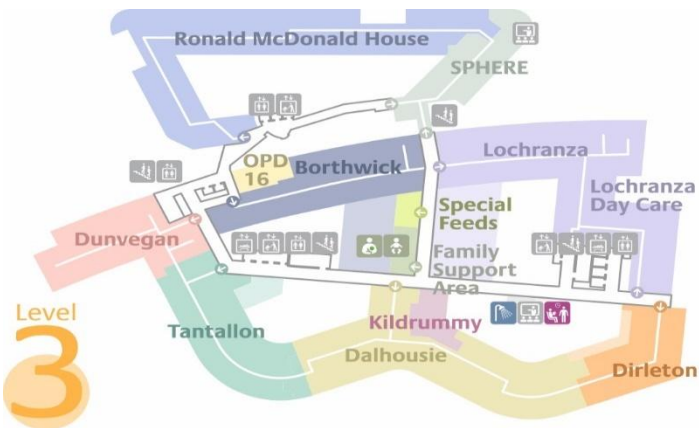
- You should notify your lead consultant and rota master that you are planning to return to work.
- Once you have returned to work you should liaise with your supervisor to arrange a return-to-work discussion to check in and see if there are any supports that are required such as a referral for occupation health. A return-to-work form will be completed by you both and this should be emailed to: loth.cycleaverequests@nhs.scot for saving in your file.
- GPSTs if you are a GPST you are required to report your absence to loth.cycleaverequests@nhs.scot, your rota master and supervisor in the first instance. You should then report this directly to NES. Paediatric services will keep a note of your absence and any return-to-work forms, and these can be shared with your TPD if required.
- Further information on absence support and management
- If you have 4 separate episodes or 8 days (whichever comes first) during your time on placement there will be a supportive discussion with your supervisor to check if additional support is needed and/or an Occupational Health referral is required. To ensure that your TPD is sighted on this a copy of your sickness record will be sent to them. Sickness days are calculated from previous placements over the past 12 months and not just during your time in Paediatrics.

Hospital/Department Layout





- Clinical Staff Office
- DCN Neurophysiology OPD 15
- DCN Therapies
- Ward 230 (DCN) & 231 (DCN)
- DCN PIU
- Staff Changing
- DCN Courtyard
- Equipment Library
- Vending Bay



- Ronald McDonald House
- Lochranza
- SPHERE
- Dunvegan
- Tantallon
- Dalhousie
- Dirleton
- Paediatric Neurophysiology OPD 16
- Kildrummy
- Borthwick
- Special Feeds
- Family Support Services & Sitting Room



- Child Life & Health
- Little France School
- Clinical Management Office
- Helipad Support
- Restaurant
- Health Records

- Stairs
- Public Lift
- Bed Lift
- FM Lift
- Staff Room
- Seminar Room
- Entrance
- Information
- Restaurant
- Café
- Vending
- Waiting Room
- Parent Shower Room
- Baby Feeding
- Baby Changing Facilities
- Accessible Change
- Connection to Royal Infirmary

Wayfinder to Departments

DEPARTMENT	FLOOR
Audiology – OPD 14	1
Bereavement suite – Traquair (Emergency Department)	G
Bereavement Suite – Meadows (Critical Care)	1
Bouygues Energies & Services	B
Child and Adolescent Mental Health Service (CAMHS) Inpatient Unit – ward 30 – Melville Unit	G
Child and Adolescent Mental Health Service (CAMHS) Day Care – Rainbow Unit 9 – Melville Unit	G
Cardiology & Respiratory – OPD 9	G
Central Staff Changing	2
Catering Department	B
Child Life & Health – University of Edinburgh	4
Child Protection – Acorn Rooms	G
Clinical Staff Office	2
Clinical Management Office	4
Children’s Clinical Research Facility	3
Crichton	1
Dentistry – OPD 10	G
DCN DOSA (Day of Surgery Admissions)	1
DCN Neuroscience – Ward 130	1
DCN Neurosurgery – Ward 230	2
DCN Neurology – Ward 231	2
DCN Neurophysiology – OPD 15	2
DCN OPD & Pre Assessment – OPD 7	G
DCN Programmed Investigation Unit (PIU)	2
DCN Therapies	2
Domestic Services	B
Dunvegan – Ward 332	3
Equipment Library	2
Estates Department – NHSL	B
Family Hotel - Ronald Macdonald House	3
Family Support Services including charities	G
Haematology & Oncology Day Care – Lochranza	3
Haematology & Oncology – Ward 334 – Lochranza	3
Health Records	4
Helipad Support	4
Imaging Department	G
Little France School – temporary BYES office	4
Kildrummy – Sleep Laboratory	3
Materials Management	B
Orthoptics – OPD 14	1
Paediatric Acute Receiving Unit – Castle Mey	G
Paediatric Critical Care Unit	1
Paediatric Neurosciences – Ward 333 – Borthwick	3
Paediatric Programmed Investigation Unit – Dirleton	3
Plastic Dressing Clinics – OPD 12	1
Portering	B

Radio Lollipop	G
Restaurant	4
RHCYP Outpatient Department – OPD 8	G
RHCYP Outpatient Department – OPD 11	1
RHCYP Neurophysiology – OPD 16	3
RHCYP Therapies	1
Security	G
Shared Support	G
Shared Support - DCN	2
Social Work	G
Special Feeds	3
SPHERE - Specialist Paediatric Health Education Resource Edinburgh	3
Spiritual Care	G
Tantallon – Ward 331	3
Theatre Suite	1

To aid wayfinding throughout the facility each floor has been assigned a colour and theme that is used through all elements of the interior design including feature wall paint, flooring, furniture, signage and wall graphics. The colours and themes for each floor is identified below.

Wayfinding Themes

Floor	Colour	Theme
Ground	Yellow	Urban
First	Green	Rural
Second	Blue	Lochs
Third	Orange	Mountains
Fourth	Sky Blue	Sky

Facilities



Staff Rooms

There is 12 staff rooms located throughout the building, available for all staff to use from departments in the vicinity.

Basement: 2, including one for Catering staff only

Ground: 3

First Floor: 2, including one for theatre staff only

Second Floor: 2

Third Floor: 1

Fourth Floor: 1

Rooms are equipped with a microwave, hydro-tap, refrigerator, sink and storage facilities.

All staff are responsible for keeping the facilities clean and ensuring they remove out of date items from the fridge.

Staff Changing Facilities

Central Staff Changing Rooms

Male and female staff changing rooms are located on the east side of the second floor. Facilities include showers, toilets, hairdryers, mirrors and lockers. There are 4 types of lockers, handbag, standard, vented door and mesh. Lockers are to be used for the shift being worked, please be considerate to colleagues and clear the locker at the end of each shift.

Department Staff Changing Rooms

Some departments have dedicated changing areas located within their service areas. These include: Catering, Emergency Department, Theatres and Imaging Departments.

Lockers

In addition to the lockers in the central staff changing rooms, a range of different sized lockers are provided within Department Staff Changing Rooms and a number of departments. For guidance on how to access departmental lockers, contact your line manager.

On Call Rooms

Located on the first floor, accessed from the main corridor, there are 3 single bedrooms with ensuite facilities and a beverage bay. These rooms are for use by on call staff only and may be booked via emailing below details to loth.oncallroombookingrhcydcn@nhs.scot a reply email will be sent to confirm if booking has been accepted.

- Name
- Department
- Mobile contact number
- Day of stay requested

All personal items must be removed and rooms vacated by noon at the end of your stay.

Room Booking in RIE

The process is to email loth.overnightroombooking@nhs.scot for both Resident and Non Resident Doctors to book rooms across from Ward 104.

Catering Facilities



Drinking Water

Drinking Water is available from all cold water taps, hydro taps and from chilled drinking fountains located throughout the building.

Beverage Bays

Beverage Bays are located within the open plan office areas, Family Support, SPHERE and University of Edinburgh, Child Life and Health areas. They are equipped with a sink, hydro tap, fridge and cupboards.

Grab & Go

Grab & Go is located on the ground floor next to the ECHC shop. Offering a selection of coffees, sandwiches, soups, paninis, and other menu items.

Opening times are Monday to Friday 7:30am to 4:30pm

Vending

Opening Hours:

- 24hr Service

Vending machines are located in 2 areas within the building:

- Ground Floor: near the DCN entrance, providing hot and cold drinks and confectionary;

Edinburgh Children's Hospital Charity (ECHC) Shop

Located within the Atrium on the ground floor. The shop provides a selection of healthy snacks, gifts, cards and a limited selection of groceries and toiletries, magazines and newspapers.

Scran Cafe

4th Floor – Open Monday-Friday from 8am – 4pm with - menu changes daily.

Fire Alarm Test

The weekly fire alarm test, every Wednesday at 1030hrs. The RIE test is at 1000hrs and will activate an intermittent alarm in any adjacent zone. In the event of a real emergency the alarm will continue to sound and you should follow the evacuation plan for the area.

Emergency Fire Action Plan

Each department has a EFAP – see your department for information

Parking Permits

Operational parking permits are available for long day shifts only. Please see staff on your wards for use of a permit.