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A copy of the Health and Social Care Student Handbook is available on the HSC StudentNet (<http://hsc.uwe.ac.uk/net/student/>).

Please ensure you take the time to read this handbook thoroughly. It is particularly important that you make close reference to the section on Assessment.

Personal Details

Name:

Student ID Number:

Programme:

Programme Leader / Year Tutor information

Programme Leader/
Year Tutor (Adult Nursing)
Cohort Leader

Room number:

Telephone Number:

E-mail address:

Personal Tutor information

Personal Tutor:

Room number:

Telephone number:

E-mail address:

Module Information

| Module Title | Module Number | Module Leader | Assessment dates |
|--------------|---------------|---------------|------------------|
| | | | |

Calendar - Sept 2011 to Mar 2013

| September 2011 | | | | | | |
|----------------|---|----|----|----|----|--|
| Week | 5 | 6 | 7 | 8 | 9 | |
| Mon | | 5 | 12 | 19 | 26 | |
| Tues | | 6 | 13 | 20 | 27 | |
| Wed | | 7 | 14 | 21 | 28 | |
| Thur | 1 | 8 | 15 | 22 | 29 | |
| Fri | 2 | 9 | 16 | 23 | 30 | |
| Sat | 3 | 10 | 17 | 24 | | |
| Sun | 4 | 11 | 18 | 25 | | |

| October 2011 | | | | | | |
|--------------|---|----|----|----|----|----|
| Week | 9 | 10 | 11 | 12 | 13 | 14 |
| Mon | | 3 | 10 | 17 | 24 | 31 |
| Tues | | 4 | 11 | 18 | 25 | |
| Wed | | 5 | 12 | 19 | 26 | |
| Thur | | 6 | 13 | 20 | 27 | |
| Fri | | 7 | 14 | 21 | 28 | |
| Sat | 1 | 8 | 15 | 22 | 29 | |
| Sun | 2 | 9 | 16 | 23 | 30 | |

| November 2011 | | | | | | |
|---------------|----|----|----|----|----|--|
| Week | 14 | 15 | 16 | 17 | 18 | |
| Mon | | 7 | 14 | 21 | 28 | |
| Tues | 1 | 8 | 15 | 22 | 29 | |
| Wed | 2 | 9 | 16 | 23 | 30 | |
| Thur | 3 | 10 | 17 | 24 | | |
| Fri | 4 | 11 | 18 | 25 | | |
| Sat | 5 | 12 | 19 | 26 | | |
| Sun | 6 | 13 | 20 | 27 | | |

| December 2011 | | | | | | |
|---------------|----|----|----|----|----|--|
| Week | 18 | 19 | 20 | 21 | 22 | |
| Mon | | 5 | 12 | 19 | 26 | |
| Tues | | 6 | 13 | 20 | 27 | |
| Wed | | 7 | 14 | 21 | 28 | |
| Thur | 1 | 8 | 15 | 22 | 29 | |
| Fri | 2 | 9 | 16 | 23 | 30 | |
| Sat | 3 | 10 | 17 | 24 | 31 | |
| Sun | 4 | 11 | 18 | 25 | | |

| January 2012 | | | | | | |
|--------------|----|----|----|----|----|----|
| Week | 22 | 23 | 24 | 25 | 26 | 27 |
| Mon | | 2 | 9 | 16 | 23 | 30 |
| Tues | | 3 | 10 | 17 | 24 | 31 |
| Wed | | 4 | 11 | 18 | 25 | |
| Thur | | 5 | 12 | 19 | 26 | |
| Fri | | 6 | 13 | 20 | 27 | |
| Sat | | 7 | 14 | 21 | 28 | |
| Sun | 1 | 8 | 15 | 22 | 29 | |

| February 2012 | | | | | | |
|---------------|----|----|----|----|----|--|
| Week | 27 | 28 | 29 | 30 | 31 | |
| Mon | | 6 | 13 | 20 | 27 | |
| Tues | | 7 | 14 | 21 | 28 | |
| Wed | 1 | 8 | 15 | 22 | 29 | |
| Thur | 2 | 9 | 16 | 23 | | |
| Fri | 3 | 10 | 17 | 24 | | |
| Sat | 4 | 11 | 18 | 25 | | |
| Sun | 5 | 12 | 19 | 26 | | |

March 2012

| Week | 31 | 32 | 33 | 34 | 35 | |
|------|----|----|----|----|----|--|
| Mon | | 5 | 12 | 19 | 26 | |
| Tues | | 6 | 13 | 20 | 27 | |
| Wed | | 7 | 14 | 21 | 28 | |
| Thur | 1 | 8 | 15 | 22 | 29 | |
| Fri | 2 | 9 | 16 | 23 | 30 | |
| Sat | 3 | 10 | 17 | 24 | 31 | |
| Sun | 4 | 11 | 18 | 25 | | |

April 2012

| Week | 35 | 36 | 37 | 38 | 39 | 40 |
|------|----|----|----|----|----|----|
| Mon | | 2 | 9 | 16 | 23 | 30 |
| Tues | | 3 | 10 | 17 | 24 | |
| Wed | | 4 | 11 | 18 | 25 | |
| Thur | | 5 | 12 | 19 | 26 | |
| Fri | | 6 | 13 | 20 | 27 | |
| Sat | | 7 | 14 | 21 | 28 | |
| Sun | 1 | 8 | 15 | 22 | 29 | |

May 2012

| Week | 40 | 41 | 42 | 43 | 44 | |
|------|----|----|----|----|----|--|
| Mon | | 7 | 14 | 21 | 28 | |
| Tues | 1 | 8 | 15 | 22 | 29 | |
| Wed | 2 | 9 | 16 | 23 | 30 | |
| Thur | 3 | 10 | 17 | 24 | 31 | |
| Fri | 4 | 11 | 18 | 25 | | |
| Sat | 5 | 12 | 19 | 26 | | |
| Sun | 6 | 13 | 20 | 27 | | |

June 2012

| Week | 44 | 45 | 46 | 47 | 48 | |
|------|----|----|----|----|----|--|
| Mon | | 4 | 11 | 18 | 25 | |
| Tues | | 5 | 12 | 19 | 26 | |
| Wed | | 6 | 13 | 20 | 27 | |
| Thur | | 7 | 14 | 21 | 28 | |
| Fri | 1 | 8 | 15 | 22 | 29 | |
| Sat | 2 | 9 | 16 | 23 | 30 | |
| Sun | 3 | 10 | 17 | 24 | | |

July 2012

| Week | 48 | 49 | 50 | 51 | 52 | 1 |
|------|----|----|----|----|----|----|
| Mon | | 2 | 9 | 16 | 23 | 30 |
| Tues | | 3 | 10 | 17 | 24 | 31 |
| Wed | | 4 | 11 | 18 | 25 | |
| Thur | | 5 | 12 | 19 | 26 | |
| Fri | | 6 | 13 | 20 | 27 | |
| Sat | | 7 | 14 | 21 | 28 | |
| Sun | 1 | 8 | 15 | 22 | 29 | |

August 2012

| Week | 1 | 2 | 3 | 4 | 5 | |
|------|---|----|----|----|----|--|
| Mon | | 6 | 13 | 20 | 27 | |
| Tues | | 7 | 14 | 21 | 28 | |
| Wed | 1 | 8 | 15 | 22 | 29 | |
| Thur | 2 | 9 | 16 | 23 | 30 | |
| Fri | 3 | 10 | 17 | 24 | 31 | |
| Sat | 4 | 11 | 18 | 25 | | |
| Sun | 5 | 12 | 19 | 26 | | |

| September 2012 | | | | | | |
|-----------------------|---|---|----|----|----|--|
| Week | 5 | 6 | 7 | 8 | 9 | |
| Mon | | 3 | 10 | 17 | 24 | |
| Tues | | 4 | 11 | 18 | 25 | |
| Wed | | 5 | 12 | 19 | 26 | |
| Thur | | 6 | 13 | 20 | 27 | |
| Fri | | 7 | 14 | 21 | 28 | |
| Sat | 1 | 8 | 15 | 22 | 29 | |
| Sun | 2 | 9 | 16 | 23 | 30 | |

| October 2012 | | | | | | |
|---------------------|----|----|----|----|----|--|
| Week | 10 | 11 | 12 | 13 | 14 | |
| Mon | 1 | 8 | 15 | 22 | 29 | |
| Tues | 2 | 9 | 16 | 23 | 30 | |
| Wed | 3 | 10 | 17 | 24 | 31 | |
| Thur | 4 | 11 | 18 | 25 | | |
| Fri | 5 | 12 | 19 | 26 | | |
| Sat | 6 | 13 | 20 | 27 | | |
| Sun | 7 | 14 | 21 | 28 | | |

| November 2012 | | | | | | |
|----------------------|----|----|----|----|----|--|
| Week | 14 | 15 | 16 | 17 | 18 | |
| Mon | | 5 | 12 | 19 | 26 | |
| Tues | | 6 | 13 | 20 | 27 | |
| Wed | | 7 | 14 | 21 | 28 | |
| Thur | 1 | 8 | 15 | 22 | 29 | |
| Fri | 2 | 9 | 16 | 23 | 30 | |
| Sat | 3 | 10 | 17 | 24 | | |
| Sun | 4 | 11 | 18 | 25 | | |

| December 2012 | | | | | | |
|----------------------|----|----|----|----|----|----|
| Week | 18 | 19 | 20 | 21 | 22 | 23 |
| Mon | | 3 | 10 | 17 | 24 | 31 |
| Tues | | 4 | 11 | 18 | 25 | |
| Wed | | 5 | 12 | 19 | 26 | |
| Thur | | 6 | 13 | 20 | 27 | |
| Fri | | 7 | 14 | 21 | 28 | |
| Sat | 1 | 8 | 15 | 22 | 29 | |
| Sun | 2 | 9 | 16 | 23 | 30 | |

| January 2013 | | | | | | |
|---------------------|----|----|----|----|----|--|
| Week | 23 | 24 | 25 | 26 | 27 | |
| Mon | | 7 | 14 | 21 | 28 | |
| Tues | 1 | 8 | 15 | 22 | 29 | |
| Wed | 2 | 9 | 16 | 23 | 30 | |
| Thur | 3 | 10 | 17 | 24 | 31 | |
| Fri | 4 | 11 | 18 | 25 | | |
| Sat | 5 | 12 | 19 | 26 | | |
| Sun | 6 | 13 | 20 | 27 | | |

| February 2013 | | | | | | |
|----------------------|----|----|----|----|----|--|
| Week | 27 | 28 | 29 | 30 | 31 | |
| Mon | | 4 | 11 | 18 | 25 | |
| Tues | | 5 | 12 | 19 | 26 | |
| Wed | | 6 | 13 | 20 | 27 | |
| Thur | | 7 | 14 | 21 | 28 | |
| Fri | 1 | 8 | 15 | 22 | | |
| Sat | 2 | 9 | 16 | 23 | | |
| Sun | 3 | 10 | 17 | 24 | | |

Accommodation

If you need to arrange accommodation or are encountering difficulties concerning accommodation, please contact:

Accommodation Services

Telephone: (0117) 32 83601

E-mail: accommodation@uwe.ac.uk

Website: www.uwe.ac.uk/students/accommodation

Accommodation Services hold information on University managed accommodation. They also hold a private accommodation register, which can be found at the following website:

www.studentpad.co.uk/uwe

Password: house

Useful contact information

For those of you in accommodation in the Hollies or on Glenside Campus, the Accommodation Manager can be contacted on (0117) 32 83601, Room 1H29 office opposite Traders. *Please do not call this number for property allocation - use above contact details for the University Accommodation Services.*

www.accommodationforstudents.com

www.unite-students.co.uk/

Bristol City Council Tenancy Relations Office

Offer advice and mediation on landlord disputes.

Telephone: (0117) 3521600

E-mail: tenancy.relations@bristol.gov.uk

Website: www.bristol.gov.uk/tenancyrelations

Shelter

Telephone: 0808 800 4444

(For urgent out of hours service Monday to Friday 8am - 8pm, Weekends 8am - 5pm)

Website: www.shelter.org.uk

Citizens' Advice Bureau

Offer advice and advocacy on a range of issues including housing.

Bristol 0844 499 4718

North Somerset 0844 826 9692

South Gloucestershire 0844 826 9688

Bath 0844 848 7919

Bristol Law Centre - Housing and debt advice line

2 Moon Street, Stokes Croft, Bristol, BS2 8QE

Offer telephone housing advice service Monday 1pm-4pm.

Telephone: (0117) 9167730

Website: www.avonandbristollawcentre.org.uk

In addition to the above, see the information sheets for the Student Union (page 35), Student Advice and Welfare Services (page 28) and the Student Advisers (page 29).

Career Development Unit

The Career Development Unit can provide information and advice about career pathways, making applications, contacting employers and getting interviews.

To improve your employability and skills there are opportunities to consider outside of your course such as, voluntary work, relevant placements and training courses. Things that make you stand out and get noticed by an employer.

Contact us if you need help or support with your careers plans or applications.

Career Development Unit

Student Services

2D11- opposite Core24 bar

Frenchay Campus

Telephone: (0117) 32 82570

Website: www.uwe.ac.uk/careers

Counselling and Psychological Services

Telephone: (0117) 32 82558
Minicom: (0117) 32 83644
Fax: (0117) 32 82895
E-mail: counselling@uwe.ac.uk
Website: www1.uwe.ac.uk/students/healthandwellbeing/counsellingservice

Based at Frenchay Campus.

Staffed by fully qualified, experienced counsellors, working within the ethical framework for good practice of the British Association for Counselling and Psychotherapy.

The range of services provided include:

- Individual counselling
- Group counselling
- On-line counselling
- Telephone counselling
- Stress management
- Personal development groups
- Library of self-help leaflets and computer based resources
- Information on relevant local resources and organisations

Appointments are offered at Frenchay or Glenside Campuses (depending on availability). Initial appointments are normally offered within a week. If you feel you need to be seen really urgently, they will do their best to see you, or communicate by telephone Frenchay for a brief chat as soon as possible.

Disability and Dyslexia

If you have a disability/specific learning difficulty such as dyslexia, an impairment, medical condition or mental health difficulty, please ensure that you make contact with a Glenside based Student Adviser as soon as possible following induction (see page 29).

They will be able to help you with the following:

- How to obtain an Educational Psychologist Assessment¹ and funding towards it
- How to access a Disabled Student Allowance
- Recommended support arrangements such as extra time for examinations
- Alternative arrangements for coursework materials etc

The Student Advisers liaise closely with the Disability Service at Frenchay Campus (see page 6):

Telephone: (0117) 32 82564

E-mail: disability@uwe.ac.uk

You may encounter a temporary disability during your course and consequently need temporary support arrangements set up. You must contact the student advisers as soon as possible to organise this.

If you think you may be dyslexic, you may wish to make an appointment with one of our Study Skills Support Tutors (see page 38).

¹ This is the required evidence of dyslexia and must be post 16 years of age.

Disability Service

Telephone: (0117) 32 82564
Minicom: (0117) 32 83644
Fax: (0117) 32 82935
E-mail: disability@uwe.ac.uk
Website: www.uwe.ac.uk/advice/disability

Offering advice and assistance to students with an impairment, medical condition, mental health difficulty or specific learning difficulty, who require support to gain equal access to the curriculum.

For general queries regarding dyslexia and dyslexia tuition queries call the Disability Service reception based at Frenchay Campus, Room 1E22, telephone (0117) 32 82564.

For assessment-related queries or to book a Study Needs Assessment (when funding confirmation for a Disabled Student Allowance is received), please call the Bristol UWE Assessment Centre based at Frenchay Campus, room 2E34, telephone (0117) 32 83396, e-mail buac@uwe.ac.uk, fax (0117) 32 81713.

For all support worker issues please call the Disability Service based at Frenchay Campus, room 1E22, telephone (0117) 32 83930.

Please note - Your first point of contact for support issues should be your Glenside based Student Advisers (page 29).

Emergency Contact Numbers

Nightline

8pm-8am - 7 days (term time only)

Telephone (0117) 9266266

Website www.bristol.ac.uk/nightline

Samaritans

Telephone 0845 790 9090

(0117) 983 1000

Mindline

Telephone 0808 808 0330

Saneline

Telephone 0845 767 8000

Accident and Emergency Departments

Frenchay Hospital (0117) 3402532/
3403887

Bristol Royal Infirmary (0117) 3422710

Southmead Minor Injuries Unit (0117) 3235100

Bristol Eye Hospital (Daytime only) (0117) 342 4613

Bath Royal United Hospital (01225) 824391

Swindon Great Western Hospital (01793) 604020

Cheltenham General and

Gloucestershire Royal Hospitals 08454 222222

Summoning Emergency Services

To summon emergency services to Glenside and Hartpury campuses call 9999 from an internal telephone. If it should prove necessary to call for an ambulance by mobile phone dial (0117) 32 89999.

To summon emergency services to Swindon campus call 2222 from an internal telephone.

Finance

NHS bursary queries:

NHS Student Bursaries

Hesketh House
200-220 Broadway
Fleetwood
Lancs FY7 8SS

Telephone: 0845 358 6655
Fax: 01253 774491
Website: www.nhsbsa.nhs.uk/students

| Query | Email address |
|-----------------------------|--|
| Your bursary payment | bursary@nhspa.gov.uk |
| Late payments | latepayments@nhspa.gov.uk |
| Eligibility for a bursary | eligibility@nhspa.gov.uk |
| Childcare Allowance | childcare@nhspa.gov.uk |
| Disabled Students Allowance | dsa@nhspa.gov.uk |
| Complaints and appeals | bursarycomplaint@nhspa.gov.uk |

Practise Placement Expenses

Website: www.nhsbsa.nhs.uk/Students/971.aspx

Please note: For all applications and claims, the NHS Student Bursaries can take up to 30 working days to process.

Student Finance

Website: www.direct.gov.uk/studentfinance

Student Finance England

Telephone: 0845 300 50 90 / 0141 243 3600

Student Finance Northern Ireland

Telephone: 0845 600 0662 / 0141 243 3591

Student Finance Scotland

Telephone: 0845 026 2019 / 0131 476 8212

Student Finance Wales

Telephone: 0845 602 8845 / 0141 243 3960

NHS Business Services Authority

Social Work Bursary

Sandyford House

Archbold Terrace

Newcastle Upon Tyne NE2 1DB

Telephone: 0845 610 1122

Fax: 0191 203 5507

E-mail: swb1@ppa.nhs.uk

Website: www.nhsbsa.nhs.uk/825.aspx

Bristol Debt Advice Centre

48-54 West Street

St Phillips

Bristol BS2 0BL

Telephone: (0117) 954 3990

Minicom: (0117) 954 3991

Fax: (0117) 954 3992

E-mail: mail@bdac.org.uk

Website: www.bdac.org.uk

UWE Health and Social Care Contacts

Placement Expense Queries:

Jackie Brown

Telephone: (0117) 32 81131

E-mail: hsc.studenttravel@uwe.ac.uk

Other Queries:

Christine Poploski

Telephone (0117) 32 81133

First Aid

There are fully trained first aid personnel across Health and Social Care and are listed at various locations. However, if you need to summon first aid assistance, please contact:

| | |
|------------|-------------------------|
| Glenside | (0117) 32 88808 / 88534 |
| Gloucester | (0117) 32 85600 |
| Swindon | (01793) 604737 |

Please note that nominated first aiders are only permitted to administer first-aid, they are not to treat minor illnesses.

In case of emergency

| | |
|------------------|--|
| Glenside Campus: | 9999 on an internal telephone (0117) 32 89999 from a mobile phone |
| Gloucester: | 9999 on an internal telephone |
| Swindon: | 2222 on an internal telephone |

You are responsible for taking reasonable care for the health and safety of yourself and others. This includes being aware of the effect of your actions, or lack of them, on other people. The University's Health and Safety Policy can be found by visiting www.uwe.ac.uk/healthandsafety and you must co-operate with this and comply with all safety instructions.

All accidents and serious injury must be reported. Accident forms can be obtained from Glenside Reception, Site Offices or the University Safety Unit, telephone (0117) 32 82596. Completed forms should be returned to Glenside Reception/ Site Offices.

UWE, Gloucester

Gloucester Site Administrator: Eliza Kruszelnicka
Assisted by: Maureen Smith
Jenna Bowkett

Open: 08:30 - 16:30
Telephone: (0117) 32 85600
Fax: (0117) 32 85620
E-mail: HSC.Gloucester@uwe.ac.uk

UWE, Gloucester is located at the Alexandra Warehouse, Harbour House, Gloucester Docks, Gloucester. GL1 2LG.

If you are based in Gloucester for teaching or placement the team can provide/help with:

- Student advice
- Submission of assignments
- Collection point for some assignments
- Student ID cards/name badges
- IT access information/support
- Staff contact details
- Phone for free internal calls / calls to Glenside
- Availability of Personal Tutors/Lecturers
- Study skills appointments
- Information on Short Loans
- Expenses claim forms
- Car parking permits

Remember that the staff are here to help you so please ask.

For more detailed information regarding local resources, facilities and arrangements please visit <http://hsc.uwe.ac.uk/net/student/>

Health - Glenside Students

All full-time students are advised to register asap with a local medical practice while attending the University.

Nearest medical practices to Glenside Campus:

Fishponds Family Practice

Beechwood Road

Fishponds

Bristol BS16 3TD

Telephone: (0117) 908 2365

The Old School Surgery

Manor Road

Fishponds

Bristol BS16 2JD

Telephone: (0117) 965 3102

University Health Centre

23 Carroll Court

University of the West of England

Frenchay Campus

Coldharbour Lane

Bristol BS16 1US

Telephone: 0117 32 86666

Website: www1.uwe.ac.uk/students/healthandwellbeing/universityhealthcentre

If you register with the Old School Surgery in Fishponds, you do not need to re-register at the Health Centre. You will have dual registration at both surgeries.

If you are not registered with a dentist, emergency treatment/advice is available from:

The Bristol NHS Walk-in Centre (0117) 906 9640

Health - Gloucester Students

All full-time students are advised to register asap with a local medical practice while attending the University.

Nearest medical practices to UWE, Gloucester are:

Highnam Surgery

Lassington Lane

Highnam

Gloucester GL2 8DH

Telephone: (01452) 529699

The College Yard Surgery

Mount Street

Westgate

Gloucester GL1 2RE

Telephone: (01452) 412888

Health - Swindon Students

All full-time students are advised to register asap with a local medical practice while attending the University.

Nearest medical practices to Swindon Campus are:

Dr Rohlfing

143 Marlborough Road

Old Town

Swindon

Telephone: (01793) 431303

Ridgeway View Family Practice

Station House Surgery

Station Road

Chiseldon

Nr Swindon

Telephone: (01793) 740276

Health - All Students

NHS Direct

Provides medical advice 24 hours a day. It also has information about local and national support groups covering a wide range of issues.

Telephone: 0845 4647

Website: www.nhsdirect.nhs.uk

To find your nearest GP, Hospital, Dentist or other services such as NHS Walk-in Centre visit www.nhs.uk/choiceinthenhs/Pages/Choicehome.aspx

Campus Postal codes to enable above search:

| | |
|------------|----------|
| Frenchay | BS16 1QY |
| Glenside | BS16 1DD |
| Gloucester | GL1 2LG |
| Swindon | SN3 6BB |

Job Vacancies

Vacancy details for the following trusts are available on their Websites:

General

www.nhs.uk/jobs

United Bristol Healthcare Trust

www.jobs.ac.uk

University Hospitals Bristol NHS Foundation Trust

www.uhbristol.nhs.uk/working-at-the-trust.html

North Bristol NHS Trust

www.nbt.nhs.uk/

Royal United Hospital Bath NHS Trust

www.ruh.nhs.uk/careers/

Avon and Wiltshire Mental Health Partnership NHS Trust

www.recruitment-awp.nhs.uk

Weston Area Health NHS Trust

www.liveandlearn.nhs.uk

Gloucestershire Partnership NHS Trust

www.partnershiptrust.org.uk

Gloucestershire Primary Care Trust

www.glospct.nhs.uk

Wiltshire Shared Services Consortium

www.jobis.co.uk/wiltshire/nhs/Jobs

Great Western Hospitals NHS Foundation Trust
www.gwh.nhs.uk

Plymouth Teaching Primary Care Trust
www.plymouthpct.nhs.uk

Devon Primary Care Trust
www.devonpct.nhs.uk

Vacancy details are available on the Website:

Students Union Job Shop
www.uwesu.org/jobshop

Library

For renewals there is a 24 hour automated service available on the following telephone number (0117) 32 82092. You can also renew online via the Library Catalogue, website www.uwe.ac.uk/library/catalogue. You will need your ID card number and PIN

UWE Health and Social Care Libraries

Glenside Library

Telephone: (0117) 32 88404
Monday - Friday 07.30 - 21.30
Saturday 10.00 - 16.00
Sunday 10.00 - 16.00

Glenside Library (Reference and Self-Issue)

Monday - Friday 07.30 - 08.45
20.00 - 21.30
Saturday 10.00 - 16.00
Sunday 10.00 - 16.00

Bath Library

Academy Library, Royal United Hospital
Telephone: (01225) 824897/8
E-mail: ruh-tr.library@nhs.net
Monday - Thursday 08.30-17.00
Friday 08.30-16.30
Saturday - Sunday Access with an RUH swipe card.

UWE, Gloucester Library

Telephone: (0117) 32 85612
Monday - Thursday 09.00 - 17.00
Friday 09.00 - 16.30

Swindon Library

Academy Library and Information Service, Great Western Hospital

Telephone: (01793) 604593/6

E-mail: alis@gwh.nhs.uk

Monday - Thursday 08.30-17.30

Friday 08.30-17.00

Saturday - Sunday Unstaffed

You can find more information about the libraries at Bath, Swindon and Hartpury on UWE Library website, visit www.uwe.ac.uk/library.

Please note: Opening times during vacations will vary at each library. For the latest information on all libraries' opening hours, check the library web pages visit www.uwe.ac.uk/library.

Personal Safety - Tips

When going on a night out with friends, look out for one another, remember the saying "If you go out together, come home together". Never be tempted to walk home alone.

Never leave your drinks unattended. Avoid accepting drinks from strangers; if you do, make sure you see it poured and/or opened and that nobody has interfered with it before it gets to you. If you drink from bottles, it is harder to drop a drug through the narrow neck than into a glass. If you begin to feel drunk, unwell or react differently than you would normally for the amount of alcohol consumed, seek help from a friend or staff. For more help visit The Roofie Foundation website at www.roofie.com.

Carry a personal attack alarm - even when you're close to home, you should carry one of these. Keep the alarm in your hand - don't bury it at the bottom of your bag. Attacks can happen at any time. Should you feel threatened try to get to a public area.

Remember should you need to call for help, shout "FIRE" it is likely to draw more attention.

Put 'ICE' in your phone (In Case of Emergency) and the number of somebody you would like contacted in an emergency.

Learn how to use SafetyText - this is a system of setting up a delayed text message which will automatically be sent after a pre-set time period to a nominated number unless you cancel it. The idea is you cancel it when you get back home safely and nobody will ever know it was set up. Your message only gets sent if you haven't cancelled it by the pre-arranged time. This web page explains how to set this up, visit www.safetytext.co.uk/HowToST.shtml.

Alternatively you can let someone know you're going out and when you are back.

Only use Taxi's that you have either pre-booked or those at an authorised rank and sit in the back. Never get into a taxi with people you don't know or who you have only just met.

If possible get the taxi to drop you off right outside your residence.

Never

- Keep all your valuable items in one bag - if your bag is snatched you have lost your money, cards, keys and mobile phone
- Go outside if you think there is a prowler - call the police or security
- Give your name, number or personal details when answering the telephone unless you know the caller
- Be tempted to hitch or accept a lift from someone you do not know or trust
- Leave keys 'hidden' outside or put your name and address on key fobs

More detailed safety tips can be found at this website www.suzylamplugh.org/

Remember by just following these simple safety tips your social experience whilst at UWE will be one you will look back on with great fondness.

Placements

| | |
|--|---|
| <p>Practice Learning Unit</p> <p>Health and Social Care University of the West of England, Bristol Glenside Campus Blackberry Hill Stapleton Bristol BS16 1DD</p> | <p>Robert Phillips Administration and Systems Manager</p> <p>(0117) 32 81149 Robert.Phillips@uwe.ac.uk</p> |
| <p>Dave Anstee Systems Officer</p> <p>ARC Operation and Development</p> <p>(0117) 32 81155 Dave.Anstee@uwe.ac.uk</p> | <p>ARC - ARCWEB Helpline</p> <p>Monday - Thursday 0900 - 1630 Friday 0900 - 1600 Bank and Public Holiday Not available</p> <p>(0117) 32 81155 arcweb@uwe.ac.uk</p> |
| <p>Annie Pearce Allocation Officer</p> <ul style="list-style-type: none"> • Children's Nursing • Midwifery • Adult Nursing (Community) <p>(0117) 32 81154 Marian.Campbell@uwe. ac.uk</p> | <p>Jan Perrington Allocation Officer</p> <ul style="list-style-type: none"> • Adult Nursing (except Community) • Occupational Therapy <p>(0117) 32 81156 Janet.Perrington@uwe. ac.uk</p> |

| | |
|---|---|
| <p>Timothy Porter Allocation Officer</p> <ul style="list-style-type: none"> • Mental Health Nursing • Learning Disabilities Nursing • Physiotherapy • Radiotherapy • Diagnostic Imaging <p>(0117) 32 81153 Timothy.Porter@uwe.ac.uk</p> | <p>Practice Support Line</p> <p>Nursing and Midwifery Only</p> <p>Monday - Thursday 09:30 - 17:00 Friday 09:30 - 16:30 Bank and Public Holiday Not available</p> <p>(0117) 32 81152 hscpsl@uwe.ac.uk</p> |
| <p>Social Work Placements</p> <p>Students should contact Sarah Davies for any queries regarding Social Work placements.</p> <p>(0117) 32 88943 Sarah9.Davies@uwe.ac.uk</p> | |

Practice Support Line

Monday - Thursday 09:30 - 17:00
Friday 09:30 – 16:30
(Not including Bank and Public Holidays)
Telephone: (0117) 32 81152 (voicemail facility
available out of hours)
E-mail: hscpsl@uwe.ac.uk

The Practice Support Line

- Offers confidential guidance and support to all pre-registration nursing and midwifery students and Mentors in Practice
- It is the first point of contact for practice based queries
- Aims to provide a response immediately or within 24 hours
- Is a neutral non-judgemental service

The Support Line Advisers will respond to

- Placement or practice assessment issues
- Difficulties with work relationships
- Personal or health issues
- Extenuating circumstances

Please note: Please contact the Practice Learning Unit (see page 22) and the Placement directly for sickness, absence or allocation issues.

Programmes / Assessments Office

For queries regarding marks, submitting assignments and your modular and academic student record.

| Field | Field Administrator |
|---|-----------------------------------|
| Acute and Critical Care Adult Nursing | Huw Cooksley (0117) 32 88810 |
| Continuing Care Adult Nursing | Russel Bamford (0117) 32 88833 |
| Allied Health Professions | Kellie Coleske (0117) 32 88421 |
| Health, Community and Policy Studies | Tatiana Nurse (0117) 32 88641 |
| Maternal and Child Health | Jenny Phillips (0117) 32 88560 |
| Mental Health and Learning Disabilities | Gary Durbin (0117) 32 88441 |

Please note: All marks are provisional until they are ratified by the Field Board.

Other contacts

| | |
|---|-----------------|
| HSC Admissions | (0117) 32 81141 |
| Extenuating Circumstances and Late Work | (0117) 32 88419 |
| Transcripts of training Helen Evans | (0117) 32 88577 |

Award ceremonies and certificates (0117) 32 88699
Barbara New

Exams Office (0117) 32 88577
Helen Evans

Please note a number of Module Leaders use the Student One Stop Shop as a collection point for assignments. If the assignments are not in the Student One Stop Shop, you may want to contact the Module Leader.

For exam room information, please login to myUWE.

Last minute room changes will be displayed as follows:

| | |
|------------------|--------------------------------|
| Glenside Campus: | Outside 1B12 |
| Gloucester: | Check whiteboard at Gloucester |
| Swindon: | Check noticeboard at Swindon |

Sickness and Absence

If you are sick or absent at any point on your programme, you should inform the placement allocation officer for your placement area (see pages 22-23).

Occupational Therapy / Paramedic Science

Telephone: (0117) 32 88893

E-mail: Denise.Curtis@uwe.ac.uk

Social Work

Please refer to your Programme Handbook

Student Advice and Welfare Services

Telephone: (0117) 32 82822
Minicom: (0117) 32 83644
Fax: (0117) 32 81622
E-mail: saws@uwe.ac.uk
Website: www.uwe.ac.uk/student-services/aes/saws/index.shtml
www.uwe.ac.uk/advice/money
www.uwe.ac.uk/international/visas/

Based at Frenchay Campus:

- Financial advice including debt management
- Hardship funds and bursary schemes
- Welfare benefit entitlements and tax queries
- Immigration and visa queries
- Housing advice - rights and responsibilities as a tenant
- Student support queries
- Basic legal and consumer issues
- Referrals to specialist advice organisations

Although based at Frenchay Campus, Student Advice and Welfare Services (SAWS) offer appointments at Glenside Campus. To make an appointment with a SAWS adviser telephone (0117) 32 82822.

Telephone appointments can be made by students at the regional Education Centres.

Student Advisers

E-mail: hsc.studentadvisers@uwe.ac.uk

Student Advisers are available for all Health and Social Care students and can provide information and help in a number of areas including:

- Disability (first point of contact for student support arrangements) see page 5 for further details
- Course/Study Support
- Finance
- Accommodation
- Practice
- Personal
- UWE regulations

Appointments

Monday - Thursday 09:00 - 16:00

Friday 09:00 - 12:00

If you wish to see a Student Adviser, please book an appointment via Health and Social Care Main Reception at Glenside Campus, telephone (0117) 32 88808 or Student One Stop Shop, telephone (0117) 32 88482.

Students at Gloucester and Swindon should contact their Site Administrator in the first instance for advice (see page 11 - Gloucester and page 40 - Swindon).

Student Advisers based at Glenside Campus

John Benefield (Student Adviser)

Telephone: (0117) 32 88828

Annette Britton (Senior Student Adviser)

Telephone: (0117) 32 88864

Sue Ollis (Student Adviser)

Telephone: (0117) 32 88779

E-mail: hsc.studentadvisers@uwe.ac.uk

Please use the generic e-mail address and not individual adviser e-mail addresses. This will ensure your e-mail receives attention at all times.

For more detailed information please visit the Student Adviser web page on the HSC Student Net which can be found at <http://hsc.uwe.ac.uk/net/student/>

StudentNet - Health and Social Care Student Website

The HSC StudentNet has been designed specifically for new and current students in Health and Social Care to assist your learning and enhance your student experience. The site has been categorised into sections and includes the following information:

Introduction

Induction, facilities, our sites, School Calendar

Your Programme of Study

Programme and module information, enrolment, assessment, changing or returning, research

Your Placement

PLU contact information, zones and trust information, accommodation and travel on placement, support, placement manuals, useful links

Supporting your Learning

Study skills, ICT skills, library services, clinical skills, learning resources, learning technologies

Student Support and Welfare

Student advice, Student One Stop Shop, Students Union, Guidance on a wide range of areas such as finance, careers and disability support

The HSC StudentNet can be found by clicking on the Student link from the Health and Social Care Home Page (www.uwe.ac.uk/hsc/) or enter the following into your browser address bar <http://hsc.uwe.ac.uk/net/student/>

Student One Stop Shop

This facility is available for students based at Glenside. There is also site specific services for students at Gloucester and Swindon (see page 11 - Gloucester and page 40 - Swindon).

The Student One Stop Shop (S1SS) is based at the Glenside Campus in room 1B35/6 and is open:

Monday - Thursday 09:00 to 17:00

Friday 09:00 to 16:30

The S1SS should be the first point of contact for general services/queries including:

- Student ID cards
- Student name badges
- Problems accessing Website/timetables
- IT access information (including student email details)
- Confirmation of status letters (eg for council tax exemption or when opening a bank account)
- Change of name/address forms
- Expenses claim forms
- Change of bank account details form for NHS bursaries
- Collection point for some assignments
- Staff contact details
- Telephone for free internal calls
- Study Skills notice board
- Careers notice board
- Computer for accessing placement info/results on-line etc
- General information leaflets

If you are visiting the S1SS specifically to collect assignments/marks, we recommend you telephone first to check they are available to avoid a wasted journey.

Please note that administrative staff are not able to give out marks over the telephone.

Contact details

Telephone: (0117) 32 88438/88482

E-mail: HSC.S1SS@uwe.ac.uk

Please use the generic e-mail address above and not individual e-mail addresses. This will ensure your e-mail receives attention at all times.

For more detailed information please access the HSC StudentNet which can be found at <http://hsc.uwe.ac.uk/net/student/>

Please note, occasionally the S1SS may not be staffed.

Student Services

Based at the Frenchay Campus, they offer a range of services to support students:

Website: www.uwe.ac.uk/student-services/

Student Support

Disability Service Page 6

Dyslexia Service
Bristol UWE
Assessment Centre

Student Advice and Welfare
Service (SAWS) Page 28

Student Advisers Page 29

Student Health and Wellbeing

Counselling and Psychological
Services Page 4

University Health Centre Page 12

Wellbeing Service Page 45

Faith and Spirituality [www1.uwe.ac.uk/students/
healthandwellbeing/
thelivingcentre.aspx](http://www1.uwe.ac.uk/students/healthandwellbeing/thelivingcentre.aspx)

Student Employability and Life Skills

Careers and Employability Page 3

Volunteering www.uwe.ac.uk/volunteer/

Global Student Support [www.uwe.ac.uk/
international/support/](http://www.uwe.ac.uk/international/support/)

Student Union

Assistance, support and guidance is available from the Student Union (SU) office on a variety of issues including:

- Bus tickets and NUS cards
- Transport and travel info
- Clubs and societies Info
- Part-time employment
- Social events and tickets
- Uniforms - fittings, replacement
- Student Representative support
- Photocopier and fax and internal phone
- Stamps, resuscitation masks, memory sticks

SU advisers are trained to give confidential advice and information on a wide range of issues such as:

- Assessment offences
- Academic appeals
- Complaints
- Personal and welfare issues
- Funding and finance
- Placement issues

SU Advisers can be contacted via e-mail advice@uwe.ac.uk

The SU works very closely with the University but is independent of it so is able to represent any student who might have an issue with the University. The SU staff are more than happy to discuss any issues that might be affecting students and will come along to any meetings that have been arranged if requested.

A SU adviser is available at the Glenside Student Union on Mondays, 09.30 - 15.30. The Student Union Advice Centre at Frenchay Campus is available Monday to Friday (for contact details see page 37).

The SU office at the Glenside Campus is located in the Glenside Student Centre and is open at the following times (term time only):

Monday - Friday 09:30-15:00

If the office is closed during these times or you need to contact the SU please call and leave a message, or book an appointment:

Mandy Powell (Glenside SU Office)

Telephone: (0117) 32 88514

E-mail: Mandy.Powell@uwe.ac.uk

Helen Pugh (Frenchay SU Office)

Telephone: (0117) 32 83291

E-mail: Helen2.Pugh@uwe.ac.uk

Swindon Campus based students in the first instance should contact the Glenside Student Union by telephone or e-mail.

There is also a SU representative based at UWE Hartpury, to make an appointment please contact

Wendy Hazlewood

Availability: Monday - Friday (10:00 - 15:00)

Telephone: (01452) 702374

E-mail: Wendy.Hazlewood@uwe.ac.uk

Student Union Advice Centre

Based at the Frenchay Campus the Students' Union Advice Centre is here to offer professional advice in areas including academic issues, accommodation, finance, consumer rights and employment law. They also work with the Union's elected officers to help make changes for the better.

Students' Union Advice Centre

2F Patio (next to JobShop)

Frenchay Campus

Telephone: (0117) 32 82571 or 82676

E-mail: advice@uwe.ac.uk

Website: www.uwesu.org/advice

Study Skills Support

Two Study Skills Advisors, Carolyn Britton and Elizabeth Langford are based at Glenside Campus, who work from Monday to Thursday.

They aim to offer a friendly, confidential and approachable study skills support service for students with dyslexia and other specific learning difficulties (SpLDs).

What can they offer?

- Individual sessions by appointment - normally ½ hour for any study/academic issue. Refer yourself or be referred by your tutor.

Students can book an appointment with a Study Skills Advisor at Glenside, telephone (0117) 32 88482/88438, e-mail HSC.S155@uwe.ac.uk or via Gloucester (see page 11) and Swindon (see page 40) for students on these sites.

- Drop-in service for all students
- Preliminary screening for dyslexia via Quickscan
- Study skills support via the Study Skills webpages, visit <http://hsc.uwe.ac.uk/net/student/>

When are they available?

Carolyn Britton

Monday (morning only), Wednesday and Thursday

Elizabeth Langford

Monday (afternoon only), Tuesday and Wednesday

How can they be contacted?

Carolyn Britton

Room 1E01

Telephone: (0117) 32 88813

E-mail: Carolyn.Britton@uwe.ac.uk

Elizabeth Langford

Room 1E01

Telephone: (0117) 32 88883

E-mail: Elizabeth.Langford@uwe.ac.uk

Where can you find further information about Study Skills support?

- Via the Study Skills notice-boards in the Student One Stop Shop (1B35) at Glenside Campus
- Outside the Study Skills Advisors room (1E01) at Glenside Campus
- Via the Study Skills webpages on the HSC StudentNet, visit <http://hsc.uwe.ac.uk/net/student/>

For an index of Study Skills Support currently available to all UWE Students visit www1.uwe.ac.uk/students/studysupport

Swindon Education Centre

Swindon Site Administrator: Jeanette Ellis
Assisted by: Pat Copestake

Open: 09:00 - 17:00
E-mail: HSC.Swindon@uwe.ac.uk
Telephone: (01793) 604737/8

Swindon Education Centre is located at the Health and Social Care Academy, Great Western Hospital, Commonhead Offices Marlborough Road, Swindon, SN3 6BB.

The hospital site has a range of facilities:

- IT Suite
- Library
- Shop
- Cafeteria and drinks/snack machine

If you are based in Swindon for teaching or placement the team can provide/help with:

- Student advice
- Submission of assignments
- Collection point for some assignments
- Student ID cards/name badges
- IT access information/support
- Status letters (for council tax etc)
- Change of name/address forms
- Change of bank account details
- Staff contact details
- Phone for free internal calls / calls to Glenside
- Availability of Personal Tutors/Lecturers
- Study skills appointments
- Bursary cheques/loan cheques
- Information on Short Loans
- Expenses claim forms

- Car parking information and applications for the Great Western Hospital
- Placement accommodation request forms
- Booking mandatory fire lectures for the Great Western Hospital
- Infection control updates for the Great Western Hospital

For more detailed information regarding local resources, facilities and arrangements please visit <http://hsc.uwe.ac.uk/net/student/>

Timetables

Teaching normally takes place between 09:30 and 18:30 (09:30 and 13:30 on Wednesdays).

All undergraduate students can access their timetables via myUWE. Once logged in, you will see a Courses tab, followed by a teaching timetable link. If you have any problems accessing your timetable please e-mail central.timetabling@uwe.ac.uk

Post-qualifying students can obtain an overview of their timetable at <http://cetts.uwe.ac.uk/teachingTTindex.asp>. Students can select the relevant module code or programme of study.

Please note that desk based exams may start after 16:30 on a weekday, or take place on a Saturday morning or Wednesday afternoon depending on room availability.

Please check your timetable regularly throughout your course, as it is possible the timetable could be amended during the year.

Transport

| | |
|----------------------------|--|
| UWE Transport Services | (0117) 32 81563 www.uwe.ac.uk/transport/ |
| Traveline | 0871 200 2233 www.traveline.org.uk |
| Buses | |
| Ulink | www.uwe.ac.uk/transport/bus |
| Bristol, Bath and the west | 0871 200 22 33 www.firstgroup.com/ukbus/ |
| Cheltenham | 01452 418630 www.stagecoachbus.com |
| Gloucester | 01452 418630 www.stagecoachbus.com |
| Swindon | 01452 418630 www.stagecoachbus.com |
| National Express | 08717 818181 www.nationalexpress.com |
| Rail enquires | 08457 484950 www.firstgroup.com/uktrain/ |
| Bicycles | www.uwe.ac.uk/transport/cw |

Ulink
The UWE network

Useful Contacts

Staff contact details

Please refer to your School handbook. A complete and accurate list of staff contact details is also available at Glenside Reception, the Student One Stop Shop and the regional Education Centres. Alternatively, access the UWE telephone list on the UWE website www.uwe.ac.uk

Additional UWE numbers

| | |
|--|-----------------------|
| Campus Police Officer | 0117 32 82669 |
| Gatehouse (Frenchay) | 0117 32 82552 |
| Health and Social Care (Admissions) | 0117 32 81141 |
| IT Suite (Glenside) | 0117 32 88858 |
| Learning Technologies Technical Unit (LTTU) | 0117 32 88407 |
| Porters (Glenside) | 0117 32 88515 |
| Reception (Glenside) | 0117 32 88534 / 88808 |
| Security Control Centre | 0117 32 86404 |
| Traders (Glenside) | 0117 32 88525 |
| UWE Counselling Service | 0117 32 82558 |
| UWE Safety Unit | 0117 32 82596 |
| UWE Wellbeing Service | 0117 32 86268 |

Wellbeing Service

Wellbeing Service
University of the West of England
24 Carroll Court
Coldharbour Lane
Bristol BS16 1QY
Telephone: (0117) 32 86268
E-mail: wellbeing@uwe.ac.uk
Website: [www1.uwe.ac.uk/students/
healthandwellbeing/wellbeingservice](http://www1.uwe.ac.uk/students/healthandwellbeing/wellbeingservice)

Based at Frenchay Campus: Next to the University Health Centre in Carroll Court.

Offering specialist support when acute or long standing mental health concerns significantly affect your studies.

The team will endeavour to offer a holistic service and can provide specific help with:

- Balancing academic demands and personal needs
- Reflecting on learning needs and developing time management, organisational and planning skills
- Learning effective self-management strategies to promote health and wellbeing
- Support and encouragement, particularly in times of crisis

They can also offer advice and assistance with:

- Applications for the Disabled Students' Allowances (DSA)
- Liaison with students' academic departments
- Special exam arrangements
- Liaison with GPs and medical teams

Notes

**If you're still none
the wiser ...**



**see a Student
Adviser**

(details on page 29)

