

19.06.09



Flu Pandemic Continuity Management Plan

Name of Department: School of Nursing and Midwifery

Date plan agreed: 27 July 2009

Signature of Head of Department:

Distribution list:

School staff	
Faculty office	
Business Continuity Operations Group	
NHS Yorkshire and The Humber	
NHS East Midlands	

URL for electronic version: <http://www.shef.ac.uk/snm/about>

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Version control:

Number	Comments
01	Original version

If you have any suggestions for changing this plan, please contact:
Amanda Cowan, School Administrator, a.m.cowan@sheffield.ac.uk

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1. Aim of the plan

This plan has been designed to prepare the School of Nursing and Midwifery to cope with the effects of the potential impact of a Flu Pandemic. It is intended that this document will:

- help plan and prepare key actions which departments need to take;
- provide the basis for managing the potential disruption of key activities;
- help to ensure that business returns to normal as quickly as possible after the threats posed by the Pandemic decrease.

2. Objectives of the plan

- Understand the critical functions and activities of the Department
- Analyse and respond to the risks
- Provide a detailed, prioritised response to the effects of the Flu Pandemic.
- Identify the key roles, responsibilities and contacts to respond to an emergency

3. Critical Function Checklist

Priority	Critical function	Page
1	Delivery of programmes	
2	Supporting new/continuing students	
3	Assessment activities	
4	Research activities	
5	Financial administration	
6	School governance	
7	Communication with University and external bodies	

4. Responsibilities

This plan describes the action that will be decided and taken at the level of the Department.

The implementation of the plan may also be subject to and directed by decisions that are taken and communicated at University level and/or within Faculties or key professional services.

The decision to use this plan will be taken by the following individuals, who will also be responsible for taking the “difficult” decisions for the Department overall.

Name	Title	Contact details
Anne Peat	Dean of School	0114 226 9618 07876 4755536 a.m.peat@sheffield.ac.uk
(Deputy) Gary Albutt	Director of Learning and Teaching	0114 226 9617 g.albutt@sheffield.ac.uk
Gary Albutt	Director of Learning and Teaching	0114 226 9617 g.albutt@sheffield.ac.uk
(Deputy) Tracey Moore	Undergraduate programmes lead	0114 226 9621 tracey.moore@sheffield.ac.uk
Amanda Cowan	School Administrator	0114 226 9797 a.m.cowan@sheffield.ac.uk
(Deputy) Janet Rodriguez Martinez	Office Manager	0114 226 9843 j.rodriquez@sheffield.ac.uk

As well as determining the actions to be taken at Departmental Level this group will be expected to:

- Respond to University and Faculty requirements and directives including requests to redeploy resources
- Adapt and amend plans in the light of changing circumstances

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- Ensure that actions taken to implement plans are communicated effectively to all of those affected

The School Business Continuity Group will convene in the following circumstances:

- 30% of staff are absent through sickness or redeployment
- Reduced staff/student levels risk non-viability of a whole programme
- Executive Group, Learning and Teaching Committee, Research Committee or Exam Boards cannot meet because not quorate
- Decision by University to relocate the School
- Decision by NHS to withdraw staff candidates from CPD modules
- Decision by NHS to close placement areas and/or withdraw mentorship arrangements for pre-registration students

5. Critical Function Analysis and Recovery Process

Priority:	1	Critical function:	Delivery of programmes
Who is responsible for ensuring that this function is delivered?			Name: Gary Albutt Deputies: Tracey Moore Mark Hayter Penny Curtis
Key tasks			Comments/risks
		• <i>Classroom teaching</i>	Reduced teaching resource (staff or external specialist teachers) would impact on School's capacity to deliver programmes.
		• <i>Tutorial/supervisory support</i>	Personal tutorials/supervisions may have to be cancelled or deferred.
		• <i>Distance learning support</i>	Specialised area of activity only undertaken by proportion of staff, so risk of disruption greater than other areas.
		• <i>Marking coursework</i>	Reduced staff levels could result in results being delayed and late completion of programmes.
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?			
Staff (numbers, skills, knowledge, alternative sources)			Some members of academic staff will be able to cover colleagues' absences. The School of Nursing and Midwifery uses a large number of associate tutors from clinical practice to teach units/modules and would be able to draw on this resource to cover sessions due to be taught by absent staff. Bank workers with appropriate skills may also be employed. Priority will be given to essential sessions

	<p>and groups of students will be combined where appropriate/possible.</p> <p>Some sessions can be replaced by self-directed study.</p> <p>Reading weeks will be used for catching up on missed taught sessions or for exam preparation.</p> <p>Selected lectures that are already in the appropriate format can be delivered via podcasts or posted on uSpace.</p> <p>Missed mandatory sessions (pre-registration students only) could be delivered on a one-to-one basis or in special sessions held in NHS Trusts.</p>
<p>System information and knowledge <i>(backup and recovery processes, alternative ways of managing if current systems affected, staff and equipment required)</i></p>	<p>Teaching materials can be emailed to person covering session or accessed on shared M drive.</p> <p>Handouts can be emailed or posted on website for students who are offered self-directed study instead of classroom attendance.</p>
<p>Premises <i>(potential relocation or work-from-home options etc.)</i></p>	<p>Support for distance learners can be provided from home.</p>
<p>Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i></p>	<p>Email, phone, text messaging, website, via NHS Trusts.</p> <p>Also see Section 7 Contact Lists.</p>
<p>Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i></p>	<p>Equipment in classrooms is responsibility of Audio Visual services and will be subject to provisions in their Business Continuity Plan. Overhead projectors can be used instead of data projectors.</p>

	Handouts of lectures can be distributed.
Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on hand)</i>	Stationery supplies to be replaced as necessary to maintain adequate levels for normal teaching activity.
Other factors <i>(consideration of how the delivery of the activity may link to functions of other departments, professional services etc.)</i>	

Priority:	2	Critical function:	Supporting new/continuing students
Who is responsible for ensuring that this function is delivered?	Name: Anne Peat Deputies: Amanda Cowan		
Key tasks	Comments/risks		
<i>New students:</i>			
<ul style="list-style-type: none"> <i>Responding to enquiries</i> 	At the beginning of units/programmes, students may need supplementary information or reassurance about arrangements. Reduced resources may result in slower response rate. Pandemic conditions will produce more uncertainty and higher volume of enquiries.		
<ul style="list-style-type: none"> <i>Processing applications</i> 	Reduced resources would compromise School's ability to process applications within defined timescales.		
<ul style="list-style-type: none"> <i>Ensuring students are fully registered</i> 	Delays in processing applications would have a knock on effect on the registration procedures. Students may not be fully registered before starting a unit/programme and be unable to access		

	library or email. Criminal Record Bureau and Occupational Health checks may be delayed.
<i>Continuing students:</i>	
<ul style="list-style-type: none"> • <i>Responding to enquiries</i> 	Students may need supplementary information or reassurance about arrangements. Reduced resources may result in slower response rate. Pandemic conditions will produce more uncertainty and higher volume of enquiries.
<ul style="list-style-type: none"> • <i>Recording attendance</i> 	Reduced staff levels may impact on School's capacity to keep accurate attendance records.
<ul style="list-style-type: none"> • <i>Registration with Nursing and Midwifery Council (NMC)</i> 	Late reporting of completing students to the NMC could result in delayed registration and inability to practice as qualified nurse.
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?	
Staff <i>(numbers, skills, knowledge, alternative sources)</i>	All support staff (10) will be deployed as necessary to maintain service to students. Bank workers or temporary clerical staff with appropriate skills may be employed.
System information and knowledge <i>(backup and recovery processes, alternative ways of managing if current systems affected, staff and equipment required)</i>	Most student information is kept on central University systems and the School's shared M drive (backed up by CICS). We also keep paper based student files with contact details and other basic information. Attendance registers will be completed as usual and kept in the group files. Course handbooks will be available online.
Premises <i>(potential relocation or work-from-home options)</i>	Some of this activity can be undertaken at home.

<i>etc.)</i>	
<p>Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i></p>	<p>Email will be most important means of communication with students. Messages will be mass emailed and regular bulletins posted on the website or in uSpace. Contact by phone or text message is another option, and if University communication systems fail, most of our students can be contacted via the NHS trusts where they work.</p> <p>The general enquiries phone line will be manned at all times, using re-routing mechanism as necessary.</p> <p>Students with flu symptoms will be referred to the University website.</p> <p>Also see Section 7 Contact Lists.</p>
<p>Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i></p>	<p>IT equipment is the responsibility of CICS and would be subject to the provisions detailed in their Business Continuity Plan. The School keeps a small pool of laptops that can be used if PC's fail or if staff want to work from home and do not possess a computer.</p>
<p>Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on hand)</i></p>	<p>Stationery supplies to be replaced as necessary to maintain adequate levels for normal student support activity. Other departments can be approached for assistance.</p>
<p>Other factors <i>(consideration of how the delivery of the activity may link to functions of other</i></p>	<p>Application/registration processes are dependent on operational capacity of staff in professional services. If professional services are adversely</p>

<i>departments, professional services etc.)</i>	affected, the School will be unable to register students on courses. Students starting the postgraduate pre-registration diploma will be unable to access clinical placements without CRB and Occupational Health checks.
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Priority:	3	Critical function:	Assessment activities
Who is responsible for ensuring that this function is delivered?			Name: Gary Albutt Deputies: Mark Limb (Learning & Teaching Advocate) Amanda Cowan Tracey Pacan
Key tasks			Comments/risks
<ul style="list-style-type: none"> <i>Processing of scripts for moderation/external examiners</i> 			Reduced staffing levels and unavailability of external examiners may result in delayed publication of results. Student absenteeism will produce extra administrative work because of the need to process extensions/leave of absences.
<ul style="list-style-type: none"> <i>Examinations/assessments</i> 			Examinations held at Samuel Fox House may be disrupted if portering services are unable to supply and arrange desks/equipment or invigilators are not booked through central services. Arrangements for OSCE assessments may be disrupted. Students may not submit work on time.
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?			

<p>Staff <i>(numbers, skills, knowledge, alternative sources)</i></p>	<p>Marking can be shared out between School staff, associate tutors and bank workers with appropriate knowledge. The School can deploy its own staff, bank workers or temporary clerical support staff to set out examinations and invigilate.</p>
<p>System information and knowledge <i>(backup and recovery processes, alternative ways of managing if current systems affected, staff and equipment required)</i></p>	<p>All programme co-ordinators have been trained to use the Departmental Assessment System (DAS) for recording results. If DAS fails, written records will be kept. Give priority to critical examinations (eg at end of programme or end of parts 1 or 2 of pre-registration programme) and re-schedule less urgent ones.</p>
<p>Premises <i>(potential relocation or work-from-home options etc.)</i></p>	<p>Examinations may have to be re-located to other premises as necessary.</p>
<p>Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i></p>	<p>Inform students of any changes in assessment schedule by website, email or phone. Keep external examiners updated by email or phone. Also see Section 7 Contact Lists.</p>
<p>Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i></p>	
<p>Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on</i></p>	

<i>hand)</i>	
Other factors (<i>consideration of how the delivery of the activity may link to functions of other departments, professional services etc.</i>)	

Priority:	4	Critical function:	Research activities
Who is responsible for ensuring that this function is delivered?			Name: Anne Peat Deputies: Bridget Penhale Mark Hayter Christine Ingleton Penny Curtis (PGR) Amanda Cowan Jane Flint
Key tasks			Comments/risks
<ul style="list-style-type: none"> <i>Pre-award activity</i> 			Applications for funding may slow and reduce because of shortage of staff within the School and professional services departments, impacting on target income generation and School's ability to compete.
<ul style="list-style-type: none"> <i>Post-award activity</i> 			Projects may be disrupted by absence of key personnel, risking infringement of sponsor's terms and conditions.
<ul style="list-style-type: none"> <i>Ethics and research governance</i> 			If NHS ethics committees are affected by the pandemic, health-related projects run by the School may be held up by lack of ethics approval.
<ul style="list-style-type: none"> <i>Supporting postgraduate research students</i> 			Supervisors may not generally be available or at critical times (eg upgrade). International students may defer places while pandemic ongoing resulting in loss

	of income and drop in target numbers.
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?	
Staff <i>(numbers, skills, knowledge, alternative sources)</i>	If necessary, seek permission from sponsor to substitute named investigator. Use bank research workers with appropriate skills and knowledge.
System information and knowledge <i>(backup and recovery processes, alternative ways of managing if current systems affected, staff and equipment required)</i>	All research data must be backed up in recoverable format.
Premises <i>(potential relocation or work-from-home options etc.)</i>	Data collection involving face to face interviews may have to be suspended but many areas of research activity can be conducted from home.
Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i>	Email, website, uSpace, phone, post. Interviews can be conducted by phone. Up to date information must be published on the website for international markets. Also see Section 7 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>	
Supplies <i>(processes to replace stock and key supplies required or to ensure that additional</i>	

<i>stock and supplies is already on hand)</i>	
Other factors (<i>consideration of how the delivery of the activity may link to functions of other departments, professional services etc.</i>)	Reduced services from the following University departments would impact on our research activities: Research and Innovations Services Research Finance Ethics Committee

Priority:	5	Critical function:	Financial administration
Who is responsible for ensuring that this function is delivered?	Name: Amanda Cowan Deputies: Janet Rodriguez Martinez Jane Flint Jane Bishop		
Key tasks	Comments/risks		
<ul style="list-style-type: none"> <i>Processing payments</i> 	Reduced staff levels may result in late payment to suppliers and staff/external claimants. A failure in the University purchasing/payment system will cause a complete standstill in this process.		
<ul style="list-style-type: none"> <i>Purchasing goods and services</i> 	Reduced staff levels will affect the process of keeping stocks of supplies and ordering services, thereby disrupting the normal running of the School.		
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?			
Staff (<i>numbers, skills, knowledge, alternative sources</i>)	All tasks can be covered by available pool of support staff. If all trained staff are absent, help will be sought from Faculty or professional services departments		
System information and knowledge (<i>backup and recovery</i>)	Dependency on uBase functionality, managed by CICS. Paper records will be kept in absence of		

<i>processes, alternative ways of managing if current systems affected, staff and equipment required)</i>	computerised system.
Premises <i>(potential relocation or work-from-home options etc.)</i>	Not applicable
Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i>	Notify suppliers in event of no central communication regarding delays in payment. Notify bank workers/associate tutors if they are likely to experience delay in payment, and inform about any contingency plan for submission of claims. Also see Section 7 Contact Lists.
Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i>	
Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on hand)</i>	If availability of essential supplies is affected, investigate alternative sources.
Other factors <i>(consideration of how the delivery of the activity may link to functions of other departments, professional services etc.)</i>	The School's ability to administer its finances effectively depends on the following: uBase Faculty Finance Officer Payments Office

	Procurement Office
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Priority:	6	Critical function:	School governance
Who is responsible for ensuring that this function is delivered?			Name: Anne Peat Deputies: Gary Albutt Amanda Cowan
Key tasks			Comments/risks
<ul style="list-style-type: none"> • <i>Strategic decision making</i> 			The School's capacity to steer itself strategically could be compromised by reduction in staff levels.
<ul style="list-style-type: none"> • <i>Business planning</i> 			The School may lose momentum in its move towards strategic goals and suffer effects of falling behind competitors.
<ul style="list-style-type: none"> • <i>Operational direction</i> 			Implementation of strategic plan would be affected by significant loss of manpower producing operational challenges.
<ul style="list-style-type: none"> • <i>Meeting statutory requirements of professional body</i> 			Reduced manpower may put at risk the School's viability as an institution approved by the Nursing and Midwifery Council.
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>			School Executive Group comprises 7 senior staff. Decisions can be made with reduced team if necessary. Research and Learning and Teaching committees can also operate with reduced membership or deputies. School Business Continuity Group will co-ordinate response to contingencies caused by pandemic.
System information and			Decisions made as a result of the

<p>knowledge <i>(backup and recovery processes, alternative ways of managing if current systems affected, staff and equipment required)</i></p>	<p>pandemic will be recorded in this plan.</p>
<p>Premises <i>(potential relocation or work-from-home options etc.)</i></p>	<p>Working from home is possible option for parts of this critical function, excluding operational management activities.</p>
<p>Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i></p>	<p>Virtual meetings can take place via electronic communication (uSpace, email, telephone conferencing)</p> <p>Also see Section 7 Contact Lists.</p>
<p>Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i></p>	
<p>Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on hand)</i></p>	
<p>Other factors <i>(consideration of how the delivery of the activity may link to functions of other departments, professional services etc.)</i></p>	<p>The School will be subject to decisions made at Faculty and University Executive Boards.</p>

Priority:	7	Critical function:	Communication with University and external bodies
Who is responsible for ensuring that this function is delivered?		Name: Anne Peat Deputies: Amanda Cowan Gary Albutt	
Key tasks		Comments/risks	
<ul style="list-style-type: none"> <i>Liaison with Faculty departments involved in NHS funded CPD/PGT delivery</i> 		Key personnel in other departments may be absent or communications may be adversely affected resulting in delays in admission decisions.	
<ul style="list-style-type: none"> <i>Liaison with professional services</i> 		Key personnel may be absent or communications may be adversely affected resulting in delays in admissions, funding arrangements, registration.	
<ul style="list-style-type: none"> <i>Links with NHS Strategic Health Authorities and Trusts in Yorkshire/Humber and East Midlands areas</i> 		Key personnel may be absent or communications may be adversely affected resulting in lack of information or delays in funding approvals/answering queries.	
<ul style="list-style-type: none"> <i>Links with Nursing and Midwifery Council</i> 		Key personnel may be absent or communications may be adversely affected resulting in delays in recording students' completion on the professional register.	
What steps will you take to deliver this function if the effects of the Flu Pandemic restrict, reduce or remove your resources?			
Staff <i>(numbers, skills, knowledge, alternative sources)</i>		Identify key personnel with appropriate skills and knowledge to act as alternative point of liaison. Obtain copies of relevant continuity plans	
System information and knowledge <i>(backup and recovery)</i>		Prepare to send information about completing students to the NMC on hard copy as well as electronically.	

<p><i>processes, alternative ways of managing if current systems affected, staff and equipment required)</i></p>	
<p>Premises <i>(potential relocation or work-from-home options etc.)</i></p>	
<p>Communications <i>(methods of contacting staff, students, other University support services, suppliers, etc)</i></p>	<p>Email, website, uSpace, phone, post, fax.</p> <p>Also see Section 7 Contact Lists.</p>
<p>Equipment <i>(key equipment recovery or replacement processes; alternative sources; mutual aid)</i></p>	
<p>Supplies <i>(processes to replace stock and key supplies required or to ensure that additional stock and supplies is already on hand)</i></p>	
<p>Other factors <i>(consideration of how the delivery of the activity may link to functions of other departments, professional services etc.)</i></p>	

6. Response Checklist

This page should be used to record decisions and actions taken as you implement the plan. Please extend the table as required

Critical Function reference number	Log key decisions in and actions taken in response to Flu Pandemic Business Continuity Plan implementation.	Completed Date/time/by whom

7. Recovery Checklist

This page should be used to record decisions and actions taken as you return to business as usual. Please extend the table as required

Critical Function reference number	Log action and decisions taken to return to business as usual.	Completed Date/time/by whom

8. Record of lessons learned

This page should be used to create a record of any findings from reviewing the effectiveness of the plan, or learning about what worked best or not during the period covered. You should log key lessons as they are identified and also think about who you need to share them with.

Critical Function reference number	Post plan review - note of key lessons learned and recommendations for future business continuity planning.	How shared?

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9. Contact Lists

B. Key Services (internal)

Service	Provides	Telephone	E-mail
Emergency call out			
Porter (Samuel Fox House)		01142 266818	
Health and Safety Services		01142 226201	D.G.Thomas@sheffield.ac.uk
Security Services		01142 224444	security@sheffield.ac.uk
Susan Bridgeford, Faculty Director of Operations		01142 711535	s.bridgeford@sheffield.ac.uk
Vina Khan, Faculty Finance Manager		01142 224875	v.khan@sheffield.ac.uk
Andy Lee Assistant Faculty Finance Manager			
Mary Young, Senior HR Advisor			
Emma Hulme, Admissions		01142 221285	E.J.Hulme@sheffield.ac.uk,
Roberta Fletcher, Admissions		01142 221307	R.Fletcher@sheffield.ac.uk,
Marj Bonsall, Registry Services		01142 21419	M.Bonsall@sheffield.ac.uk
Rachel Mcassey, Registry Services		01142 221300	R.McAssey@sheffield.ac.uk
CICS Help desk		0114 222 1111	helpdesk@sheffield.ac.uk
Estates Help desk		0114 222 9000	estates-help@shef.ac.uk
Student Services Help desk		0114 2221299	
Payments Office		0114 2224470	E.Fletcher@sheffield.ac.uk
Portering service		0114 22 29231	s.armitage@shef.ac.uk
Research and Innovation Office		0114 22 21446	

C. Key services (external)

EMERGENCY SERVICES			
SY Police HQ Ops Room	0114 252 3290 or 220 2020		
SY Fire & Rescue Service	0114 272 7202	0114 275 6839	
SY Ambulance Service	01709 820520	01709 828829	
Ambulance Control Room	01709 828829		
HOSPITALS			
Royal Hallamshire	0114 271 1900		
Northern General	0114 243 4343		
Sheffield Children's	0114 271 7000		
Weston Park	0114 226 5000		
Charles Clifford Dental	0114 271 7800		
Jessop Wing	0114 270 1320		
Nether Edge Hospital	0114 271 6570		
Thornbury Hospital	0114 266 1133		
Grenoside Grange Hosp	0114 271 6590		
Beighton Community Hosp	0114 271 6541		
Community Health Sheffield NHS Trust	0114 271 6310		
Bassetlaw DGH	01909 500990		
Barnsley DGH	01226 730000		
Kendray Hospital	01226 730000		
Mount Vernon Hospital	01226 730000		
Keresforth Hospital	01226 289135		
Doncaster Royal Infirmary	01302 366666		
Mexborough Montague	01709 585171		
Loversall Hospital	01302 796000		
Tickhill Road Hospital	01302 796000		
St Catherine's Hospital	01302 796000		
Chesterfield Royal Hosp	01246 277271		
Walton Hospital	01246 277271		
Newholme Hospital	01629 817870		
Bolsover Hospital	01246 827901		
Buxton Cottage Hospital	01298 22293		
Clay Cross Hospital	01246 863031		
Cavendish Hospital	01298 79236		
Whitworth Hospital	01629 580211		
Rotherham General Hosp	01709 820000		
Swallownest Court	01709 820000		
Wathwood Hospital	01709 870800		

REGULATORS			
HSE	0114 291 2300	01509 229235	
Environment Agency	0800 80 70 60		
UTILITIES			
Electric (Powergen)	0800 375 675		
Gas	0800 111 999		
Water	0845 24 24 24		
British Telecom	0800 800 151		
Sheffield Heat & Power	0114 272 4278		
NAIR list of RPAs	List with Control		
Sheffield City Council – Highways	0114 273 6677 or 272 6444		
Sheffield City Council – Environmental Health	0114 273 4611 or 272 6444		
Sheffield City Council – Emergency Planning	0114 272 6444		
Members of Parliament	See Heading in Phone Book		
MEDIA			
Radio Hallam	0114 258 3333		0114 285 5053
BBC Radio Sheffield	0114 268 6185	0114 274 1991	0114 266 4375
Sheffield Star	0114		
BBC Regional Centre	0113 244 1188		
LAWYERS			
DLA & Partners Corporate Lawyers (Rapid Response Team)	0800 917 3999		
INSURANCE			
Royal & Sun Alliance	0113 245 3453		

D. Other key external contacts

NHS SHA contacts:

		Telephone	E-mail
Amanda Fisher	Education Commissioning Manager NHS Yorkshire and the Humber	0113 295 2000	Amanda.fisher@yorksandhumber.nhs.uk
Shirley Harrison	Finance and Commissioning Performance Manager NHS Yorkshire and the	0113 2953140 07747441691	shirley.harrison@yorksandhumber.nhs.uk

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	Humber		
Peter Rollands	Education Commissioning Manager NHS East Midlands	0115 846 7165	

LBR Leads:

Name	Title	Organisation	Address	E-Mail	Telephone
Jackie Hewlett Davies	LHC Lead	Derby Hospitals	-	Jackie.hewlett-davies@derbyhospitals.nhs.uk	-
Gill Needham	Trust Education Lead	Derbyshire County PCT	-	gill.needham@derbyshirecountypct.nhs	01246 515653
Sue Cox	Trust Education Lead	Derby City PCT	-	Sue.cox@derbycitypct.nhs.uk	-
Anne Johnson	Trust Education Lead (Nursing and Midwifery)	Derby Hospitals	-	Anne.johnson@derbyshospitals.nhs.uk	-
Glenys Crooks	Trust Education Lead (AHP)	Derby Hospitals	-	Glenys.crooks@derbyshospitals.nhs.uk	-
Steve Kyte	Trust Education Lead (HCS)	Derby Hospitals	-	Steve.kyte@derbyshospitals.nhs.uk	-
Vicki Hing	Trust Education Lead (General)	Derby Hospitals	-	Vicki.hing@derbyshospitals.nhs.uk	-
Maxine Simmons	Trust Education Lead	Chesterfield	-	Maxine.simmons@chesterfield.nhs.uk	-
Harinder Dhaliwal	Trust Education Lead	Derby MH Services	-	Harinder.dhaliwal@derbymhservices.nhsuk	-
Keith Wilshere	Trust Education Lead	Derby MH Services	-	Keith.wilshere@derbymhservices.nhs.uk	-

Leicestershire & Rutland LBR Leads

Name	Title	Organisation	Address	E-Mail	Telephone
Richard Ansell	LHC Lead	PCR PCT	-	Richard.ansell@lcrpct.nhs.uk	-
Alision O'Donnell	Trust Education Lead	LCR PCT	-	Alison.odonnell@lcrpct.nhs.uk	-
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Jenny Squance	Trust Education Lead	Leics City PCT	-	Jenny.Squance@lcpwct.nhs.uk	-
Sue Walters	Trust Education Lead	Leics City PCT	-	Sue.Walters@lcpwct.nhs.u	-
Eleanor Meldrum	Trust Education Lead	UHL	-	Eleanor.Meldrum@uhl-tr.nhs.uk	-
Bina Kotecha	Trust Education Lead	UHL	-	Bina.Kotecha@uhl-tr.nhs.uk	-
Cindy West	Trust Education Lead	UHL	-	cindy.west@uhl-tr.nhs.uk	-
Bill Hurrell	Trust Education Lead	UHL	-	Bill.hurrell@uhl-tr.nhs	-
Anthony Bailey	Trust Education Lead	LPT	-	Anthony.Bailey@leicspart.nhs.uk	-
Helen Moore	Trust Education Lead	LPT	-	Helen.Moore@leicspart.nhs.uk	-

Lincolnshire LBR Leads

Name	Title	Organisation	Address	E-Mail	Telephone
Helen Smith	LHC Lead	Lincolnshire PCT	-	helen.smith@lpct.nhs.uk	-
Marie Wheatley	Trust Education Lead	Lincolnshire Partnership Foundation Trust	-	marie.wheatley@lpt.nhs.uk	-
Mandy Harsley	Trust Education Lead	Lincolnshire Primary Care Trust	-	mandy.harsley@lpct.nhs.uk	-
Val	Trust	United	-	val.hutchinson@ulh.nhs.uk	-

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Hutchinson	Education Lead	Lincolnshire Hospitals			
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Northampton LBR Leads

Name	Title	Organisation	Address	E-Mail	Telephone
Karen Adcock	LHC Lead	Northants PCT	-	Karen.Adcock@northants.nhs.uk	--
Andy Coleman	Trust Education Lead	Northampton General Hospital	-	Andrew.coleman@ngh.nhs.uk	-
Damian Gardner	Trust Education Lead	Northamptonshire Healthcare	-	Damian.gardener@nht.northants.nhs.uk	-
Gill Glenn	Trust Education Lead	Northamptonshire Healthcare	-	Gill.glenn@nht.northants.nhs.uk	-
Elaine Hayward	Trust Education Lead	Kettering General Hospital	-	Elaine.hayward@kgh.nhs.uk	-
Moira Wilkinson	Trust Education Lead	Kettering General Hospital	-	Moira.wilkinson@kgh.nhs.uk	-
Kim Moore	Trust Education Lead	Kettering General Hospital	-	Kim.moore@kgh.nhs.uk	-
Dianne Panter	Trust Education Lead	Northamptonshire Health Community	-	Dianne.panter@northants.nhs.uk	-
Rose Patrick	Trust Education Lead	Northamptonshire PCT	-	Rose.patrick@northants.nhs.uk	-
Sandra Wright	Trust Education Lead	Northamptonshire PCT	-	sandra.wright@northants.nhs.uk	-
Joan Peel	Trust Education Lead	Northampton General Hospital	-	Joan.peel@ngh.nhs.uk	-

Nottinghamshire LBR Leads

Name	Title	Organisation	Address	E-Mail	Telephone
Sue Hepworth	LHC Lead	Notts PCT	-	Sue.hepworth@nottspct.nhs.uk	-
Gemma Walker	Trust Education	Nottinghamshire County	-	Gemma.Walker@nottspct.nhs.uk	01623 414114 ext

	Lead	Teaching PCT and Nottingham City PCT			4418
Jenny Handley	Trust Education Lead	Bassetlaw PCT	-	jenny.handley@bassetlaw-pct.nhs.uk	-
Margaret Marson	Trust Education Lead	Nottingham University Hospitals NHS Trust	-	margaret.marson@nuh.nhs.uk	-
Margaret Hepworth	Trust Education Lead	Sherwood Forest Hospitals NHS Foundation Trust	-	Margaret.Hepworth@sfh-tr.nhs.uk	-
Lindsey Wallis	Trust Education Lead	Nottinghamshire Healthcare NHS Trust	-	Lindsey Wallis l.wallis@nhs.net	-

South Yorkshire LBR Leads

Name	Title	Organisation	Address	E-Mail	Telephone
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Ms Julie Smith	Professional Development Manager/PBE Lead	Barnsley PCT	Centre for Learning & Development Keresforth Centre Keresforth Close Barnsley S70 6RS	J.Smith@Barnsleypct.nhs.uk	01226 435 761
Ms Tracy Maldzinski	Admin Support	Barnsley PCT	Centre for Learning & Development Keresforth Centre Keresforth Close Barnsley S70 6RS	Tracy.Maldzinski@barnsleypct.nhs.uk	01226 435 773
Mrs Pauline Barber	Education Liaison Lead	Doncaster & Bassetlaw NHS Trust Training Dept.	Bassetlaw Hospital Blyth Road Worksop S81 0BD	Pauline.barber@dbh.nhs.uk	01909 502 924
Ms Sharon Joynston	Admin Assistant	Doncaster & Bassetlaw NHS Trust	Bassetlaw Hospital Blyth Road	Sharon.joynston@dbh.nhs.uk	01909 502 713

		Training Dept.	Worksop S81 0BD		
Ms Kerry Pepper	LBR Lead and Practice Development Facilitator	Rotherham, Doncaster and Humber Mental Health NHS Foundation Trust	RED Centre, St. Catherine's Hospital Tickhill Road, Doncaster DN4 8QN	Kerry.Pepper@rdash.nhs.uk	01392 796111
Ms Julie Moucher	Head of Quality and Effectiveness	Doncaster PCT	St. Catherine's Hospital Tickhill Road, Doncaster DN4 8QN	Julie.Moucher@doncasterpct.nhs.uk	
Ms Sharon Scofield	Deputy Signature Assistant Director of Quality & Governance	Doncaster PCT	St. Catherine's Hospital Tickhill Road, Doncaster DN4 8QN	sharon.schofield@doncasterpct.nhs.uk	
Mrs Sue Marshall	PBE Assistant	Rotherham General Hospitals NHS Trust	Moorgate Road Oakwood Rotherham S60 2UD	Sue.marshall@rothgen.nhs.uk	01709 304 680
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Mrs Mary Curtis	Staff Development Manager	Rotherham PCT	Oak House Moorhead Way Bramley Rotherham S66 1YY	Mary.curtis@rotherhampct.nhs.uk	01709 302153
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Mrs Suzanne Gilliot	Learning and Development Advisor	Sheffield Children's NHS Trust	Western Bank Sheffield S10 2TH	Suzanne.Gillott@sheffch-tr.trent.nhs.uk	0114 271 7225
Mrs SA Alison Hales	Principles Education, Training and Development Manager	Sheffield PCT	Firth Park Clinic, North Quadrant, Sheffield, S5 6NU	alison.hales@sheffieldpct.nhs.uk	

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Mrs Helen Atkinson	Admin Manager for Education, Training and Development	Sheffield PCT	West Court Hillsborough Barracks Langsett Road Sheffield S6 2LR	Helen.Atkinson@sheffieldpct.nhs.uk	0114 271 8411
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Mrs Barbara Beard	Acting Head of Education	St. Luke's Hospice	St Luke's Hospice Little Common lane Sheffield S11 9NE		0114 236 9911 ext. 104
Mrs Celia Redmile	Administrator	St. Luke's Hospice	St Luke's Hospice Little Common lane Sheffield S11 9NE	c.redmile@hospicesheffield.co.uk	0114 236 9911 ext. 104

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8. Additional information

This section of the plan should be used to provide information about or sign posting to any additional information that may be useful.

For example you may wish to include detail of where key records and data is held, information about key holders or any other essential information about the running of the Department which might be needed by any individual who has to take responsibility for activity during any period of disruption.

1. All paper student records before May 2009 and records relating to School governance, finance, contracts etc before May 2009 are kept in the North Campus Storage facility. Transfer sheets can be found at M:NR_SHARE.
2. Paper student records post April 2009 are kept in room 108, Samuel Fox House.