Quick

South West London and St George's NHS
Mental Health NHS Trust

Search for: Search

link to Trust website | feedback

News | Directory | Events Calendar | Staff Handbook | About the Trust | Career | Clinical | Policies & Procedures

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News in brief

2006 staff quality awards
1st December 2006 : more »

SUN shines in Positive Practice Awards 2006
29th November 2006 : more »

Search the site

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Entire site

Search

Announcements

HR away day and Christmas lunch today
15th December 2006 : more »

Get more scratchcards for parking at Sutton Hospital
5th December 2006 : more »

Hays Christmas opening times
4th December 2006 : more »

Welcome to Quick, our intranet site

Find your way around using the tabs at the top of the page and the Quick links on the right-hand side.

If you have anything you want to add to the intranet site, or you can't find what you're looking for, contact the website editor using the feedback form.

Are you using RiO?

RiO is a new computerised system which marks the first stage of our journey towards a shared electronic healthcare record. Find out more by visiting the RiO section of Quick, or view:

- a demonstration
- training manuals
- self training tool
- frequently asked questions

Quick links

- GP Look-up
- eCPA
- RiO
- Message board
- Contact the IT service desk
- Bed-state monitoring
- Room booking
- Staff rotas
- Directors on call rota
- Forms
- Useful links

Directory

Latest poll

The main things that service users need are jobs, homes and friends.

Agree **Uncertain** **Disagree**

E-mail: Vote

Click here to view voting results

Something to say?

Click here to submit an item or event

Staff Handbook

Back | Print

Contact the IT Service Desk
Book a room
Book hospitality
Book a training course
Book a BSL interpreter
Get an ID badge, parking permit or GM1 key
Book transport
Report a defect
Using the post/confidential waste
Update the telephone lists
Raise a concern
Reporting fraud
Post a message on the message board
Staff and HR issues >>
Recruitment
Claim expenses
RiO self training tool
Use the Trust logo
Respond to an FOI application

Staff handbook

Wondering how to book hospitality or claim back expenses? The staff handbook contains information on how to get things done around the Trust. If there is a topic not covered here that you would like us to add, or if the procedure differs in the site you work in, contact the website editor.

Staff handbook index

- Agenda for Change
- Annual Leave
- Annual leave calculator - standard
- Annual leave calculator for staff working non-standard hours
- Bank holiday leave calculator for part-time staff
- BSL interpreters
- Childcare
- Communicate an important message to other staff
- Conference venues
- Confidential waste
- Development review
- Directory enquiries
- E-mail and the Internet guide
- E-mail format
- Establishment Control Procedure
- Expenses - how to claim
- Flexible working
- FOI applications
- Fraud - how to report
- GM1 keys
- Hospitality