

FORM AND CHECKLIST FOR STAFF ORGANISING A VISIT

Full name

Contact details

Date

Person/ organisation requesting tour

Contact information of person/ organisation requesting tour

Proposed date and time of tour

Reason for visit

(please explain what you would like to achieve from this visit so we can try to tailor it to your needs)

Requested sites

University College Hospital
Hospital for Tropical Diseases
Elizabeth Garrett Anderson Wing
Institute of Sport, Exercise and Health
Macmillan Cancer Centre
National Hospital for Neurology and Neurosurgery
Royal London Hospital for Integrated Medicine
Eastman Dental Hospital
Royal National Throat, Nose and Ear Hospital
Heart Hospital
UCH Education Centre

Yes/No

Detail specific areas of the hospital you want to see

Size of group

Please include names. Group cannot consist of more than 12 people.

Bringing an interpreter?

Do you have any mobility issues we need to be aware of?

For official use only

Status

Approved by

Action

Assigned to (site manager)

Assigned to (tour leader)

Outcome (to be updated by the site manager)

For UCLH staff only

If you are organising a visit to UCLH please refer and familiarise yourself with the UCLH's "Tours and Royal, Ministerial and VIP visits Policy".

The checklist below is designed to be a helpful prompt for staff who are involved in organising such a visit.

Has the UCLH Communications Unit been informed and have they approved visit? All visits need to be logged on Insight: http://insight/tours	Yes/No
Have the areas to be visited been agreed by local staff (i.e. ward sisters)?	Yes/No
Has the relevant Matron been informed and have they approved visit?	Yes/No
For Royal and Ministerial visits, has the Head of Staff Services been informed?	Yes/No
Has the Divisional Manager or Clinical Director been informed and have they approved visit?	Yes/No
Has the maximum number per tour been agreed?	Yes/No
Has the tour/visit leader been assigned?	Yes/No
Has someone been assigned to escort the visitor at all times?	Yes/No
Does the UCLH Security Advisor need informing? (check with area site link; if in doubt ask Communications or Head of Staff Services)	Yes/No
For celebrity visits, have relevant patient groups been asked whether or not they are supportive of the visit?	Yes/No

Have visitors been given the Briefing Note to visitors to UCLH and are they aware of their boundaries and infection control issues.	Yes/No
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Please return a copy of this form to the Communications Unit, preferably by email.

Contact details

Communications Unit, Trust Headquarters, Second Floor Central, 250 Euston Road, London NW1 2PG.
 Tel 020 3447 9897, Fax 020 3447 9401, Email uclh.media@nhs.net