

# Pre-Registration Midwifery, Nursing, Paramedic Science, Social Work and Speech and Language Therapy

Joining Instructions 2012



# Midwifery Practice Awards 2011



## Important information for new students



Dear student,

Congratulations on your successful application and welcome to your programme. I hope that you enjoy your period of study with us and look forward to meeting you.

This pack contains all the information related to your successful application. You are now required

to complete and return a number of different compulsory forms before starting the programme. Please be aware that your entry may be delayed if you fail to complete the forms correctly or forward them to the wrong address.

It is vital that you read and follow the essential information within this booklet before you start to complete the forms.

Take a moment to ensure that the pack contains all the required documentation. Please check carefully and ensure that you return the completed forms to the correct address. A checklist can be found on the inside back cover.

I look forward to meeting you, and hope that your time at the university is enjoyable, exciting and rewarding.

**Dr Linda Burke**

Dean of School of Health & Social Care

### Image credits

Cover image (inset, second from right): courtesy of careimages.com; main image above: photography by www.dominicparkesphotography.co.uk.

**Image above:** Jade Rankine (centre) from the School of Health & Social Care at the annual awards of the *British Journal of Midwifery*, where she was awarded Student Midwife of the Year.

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# Starting your programme

## Start dates

### Avery Hill Campus

**BSc Hons midwifery and nursing programmes** begin on Tuesday 8 May 2012 and Monday 3 September 2012.

On the first day, please report to the reception area, Mary Seacole Building, Southwood Site, by 9am. You will be met and given an information booklet which will tell you about your induction programme.

**BSc Hons Paramedic Science (Avery Hill – subject to approval)** begins on Monday 17 September 2012. On the first day, please report to the reception area, Mary Seacole Building, Southwood Site.

**BA Hons Social Work** begins on Wednesday 19 September 2012. On the first day, please report to the reception area, Mary Seacole Building, Southwood Site.

### Medway Campus

**BSc Hons Adult Nursing** begins on Monday 10 September 2012. On the first day, please report to the Student Centre, Blake Building, by 10am.

**PGDip Speech and Language Therapy** begins on Monday 9 January 2012. On the first day, please report to room 019, Nelson Building, by 9.30am.

**BSc Hons Paramedic Science (Medway)** begins on Monday 17 September 2012. On the first day, please report to the School Office, room 001, Nelson Building, at 9am.



## Start of term

The start of term is a very important period, and you must make sure that you are available to attend every day, potentially between 9am and 5pm. You may, for example, have sessions about the programme itself, undertake your induction to the university facilities and services, including the library, and have lessons on the theory of moving and handling and cardiac resuscitation. It is also a time for you to meet your fellow students and get to know each other, and for you to get to know us – and vice versa!

## First six weeks

For approximately the first six weeks of the programme, you will be based on the university campus. Dress is informal. Placements do not commence until after this period.



# Criminal Records Bureau disclosure

## Criminal record checks

As midwifery, nursing, paramedic science, social work and speech and language therapy students work with vulnerable adults and/or children, we are required to obtain confidential information on any possible criminal background you may have. The Criminal Records Bureau (CRB) disclosure application form is enclosed and information on its completion and the required documentary evidence is found below. CRB checks for BSc Hons Paramedic Science (Avery Hill) students will be carried out by the London Ambulance Service NHS Trust.

Failure to complete the form correctly may result in a delay to the start of your clinical placement. To ensure your application is processed as smoothly and efficiently as possible, please follow the guidance notes enclosed. As an applicant, you must supply all the mandatory information (the fields marked in yellow) requested in Sections A to E.

Each form is scanned automatically. However, many forms cannot be processed because of basic errors when completing them. This causes delays. Please follow these dos and don'ts when completing your form.

### DO

- Make sure you use **BLACK INK THROUGHOUT** and write clearly in **BLOCK CAPITALS ONLY**
- Write only one letter or number in each box.
- Leave an empty box between words but not between parts of a telephone number.
- If you make a mistake when writing in your details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this does not leave you with enough space, instead include the correction on an official continuation sheet (see 'Continuation sheets' right).
- Use the 'checklist to completing your application form' (on the front of the CRB disclosure application form) to ensure all mandatory fields are completed.
- Ensure payment is included (see 'Documentation' right).
- Ensure signatures are wholly contained within the boxes provided.



### DON'T

- Use staples to attach any cheques, continuation sheets (see following section) or additional information.
- Place any stickers or stamps on the form, e.g. those featuring addresses or dates.
- Use correction fluid on the form. Please follow the guidance above to correct a mistake.
- Allow text to cross the edges of boxes on the application form.
- Put a line through any section of the form or state a field is 'not applicable'. If it is not relevant to the application, please leave the field blank.
- Complete Section W, X, Y or Z.

## Continuation sheets

If there is insufficient space on the form to provide additional addresses and/or surnames, please use an official continuation sheet (do not create your own). This can be downloaded from the CRB website at [www.homeoffice.gov.uk/crb-continuation-sheet](http://www.homeoffice.gov.uk/crb-continuation-sheet).

## Returning the form

Please ensure that the completed form is returned to the university's Student Centre on the Avery Hill Campus in the envelope provided, together with all the original documents requested by the CRB. All documents will be returned to you within two weeks of receipt of the form. If you live locally, you may wish to present your documents and completed form in person at the Student Centre. Alternatively, you may do this at the Student Centre on our Greenwich or Medway Campus if either is closer to where you live.

## Documentation

The documentary evidence required to process your CRB disclosure application is **very** explicit. You must produce **either**:

- **One** document from Group 1 **plus** any **two** other documents from Groups 1 or 2

### OR

- **Five** documents from Group 2

**All documents should be in your current name. At least two documents must show your current address, and at least one document must show your date of birth.**

There is a charge of £12 to cover the cost of processing the disclosure application form. Please, therefore, enclose a cheque, payable to the University of Greenwich. Payment in person is by card or cheque only.

For more information, log on to [www.direct.gov.uk/crb](http://www.direct.gov.uk/crb).

# Which documents does the Criminal Records Bureau need to confirm identity?

Original documentation only – photocopies or Internet copies are not acceptable

## Can you produce any documents from Group 1?



## List of valid identity documents

Group 1	
Passport	Birth certificate (UK and Channel Islands) issued within 12 months of date of birth (full or short form acceptable, including those issued by UK authorities overseas, such as embassies, high commissions and HM Forces)
Driving licence (UK) (full or provisional) England/Wales/Scotland/Northern Ireland/Isle of Man/Channel Islands; either photocard or paper (a photocard is only valid if presented with the counterpart licence – except Jersey)	
HM Forces ID card (UK)	
Adoption certificate (UK and Channel Islands)	
	EU national identity card
	Identity Card for Foreign Nationals (ICFN)/Biometric residence permit
	Firearms licence (UK)
Group 2	
Marriage certificate/civil partnership certificate	Financial statement** e.g. pension, endowment, ISA
Birth certificate	Vehicle registration document (old-style V5 document or new-style V5C document only)
P45/P60 statement (UK and Channel Islands)**	
Bank/building society statement*	Mail order catalogue statement*
Utility bill* electricity, gas, water, telephone (including mobile phone, contract/bill)	Court claim form (UK)** documentation issued by Court Services
TV licence**	Exam certificate e.g. GCSE, NVQ, O-levels, degree
Credit card statement*	Addressed payslip*
Store card statement*	National Insurance card/letter (UK and Channel Islands)
Mortgage statement**	NHS medical card (UK and Channel Islands)
Insurance certificate**	Benefit statement* e.g. Child Allowance, pension
Council Tax statement (UK and Channel Islands)**	Work permit/visa (UK)*
A document from (UK) central/local government/government agency/local authority giving entitlement (UK and Channel Islands)* e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security	Connexions card (UK) including those cards carrying the PASS accreditation logo (UK and Channel Islands)
CRB, Disclosure Scotland and ISA Certificate (UK)**	<b>One of the following documents from the Borders and Immigration Agency (formerly the Immigration and Nationality Directorate) (UK):</b> <i>Do not use more than one of the following documents</i> Convention travel document (CTD) – blue Stateless person's document (SPD) – red Certificate of travel (CIT) – brown Application registration card (ARC) Immigration status document (ISD) Certificate of British nationality (UK)
General Medical Council Certificate	
Asylum registration card	
Letter from a head teacher*	

\*documentation should be less than three months old

\*\*issued within the past 12 months

# Health checks

## Occupational health assessment

Midwifery, nursing, paramedic science, social work and speech and language therapy students are required to satisfy the NHS that they are medically fit before entry to the programme. You are required to complete the confidential health questionnaire to enable the occupational health department to determine whether you will be required to undergo a medical examination or health screening interview. You should complete and forward your health questionnaire and GP declaration form approximately four months prior to the start of the programme, i.e. in May for courses starting in September, January for a May start, and November for a January start.

Please answer all the questions, giving details as required, before signing the declaration on the health questionnaire. The questionnaire and GP declaration form need to be taken to your own doctor for her or his completion. Candidates are responsible for any fee payable.

The questionnaire and GP declaration form must be forwarded to one of the occupational health departments below. As you will be required to attend your selected department for the health screening appointment, it should be the one most convenient to your term-time address.

If you are a midwifery or nursing student, you must contact your selected department after forwarding the questionnaire and GP declaration form and make an appointment for your health assessment. If you are a speech and language therapy student or paramedic science student at Medway Campus, contact the occupational health department at Darent Valley Hospital. If you are a paramedic science student at Avery Hill Campus, your occupational health assessment will be carried out by the London Ambulance Service NHS Trust.

### **Dartford & Gravesham NHS Trust**

Occupational Health Department  
Darent Valley Hospital  
Darenth Wood Road  
Dartford DA2 8DA  
Tel: 01322 428451

### **South London Healthcare NHS Trust**

Occupational Health Department  
Queen Elizabeth Hospital  
South London Healthcare NHS Trust  
Stadium Road  
Woolwich  
London SE18 4HQ  
Tel: 020 8836 6541

Occupational Health Department  
Queen Mary's Hospital  
South London Healthcare NHS Trust  
Frogna Avenue  
Sidcup DA14 6LT  
Tel: 020 8302 2678

Occupational Health Department  
Princess Royal University Hospital  
South London Healthcare NHS Trust  
Farnborough Common  
Orpington  
Kent BR6 8ND  
Tel: 01689 863000

Please complete and return the occupational health confirmation in the pre-paid envelope to the following address:

Office of Student Affairs  
University of Greenwich  
Avery Hill Campus  
Avery Hill Road,  
Eltham,  
London SE9 2JG

## Hepatitis B

Midwifery, nursing, paramedic science and speech and language therapy students are occupationally exposed to blood and body fluids, all of which carry a risk of exposure to a number of blood-borne viruses. Your training will equip you to work in a manner which controls this potential exposure and reduces this risk of transmission. Among these blood-borne viruses is hepatitis B, against which we have a vaccine.

Advice from the Department of Health is that all healthcare workers who have direct contact with blood, body fluids or patients' tissues should receive this vaccine. The course takes nine months to complete. In order to ensure that you receive this additional protection as early as possible before engaging in ward-based activities, you are advised to commence your hepatitis B vaccination programme, via your GP, before the start of your university course.

You are therefore advised to contact your GP as soon as possible in order to commence this course of hepatitis B vaccine. Documentary evidence of these vaccinations will be required by the occupational health department when you attend for screening. Students are responsible for meeting any costs incurred, although the vaccine should be available on prescription.

When you attend the occupational health department for your health screening, they will make arrangements with you to continue with the course and to take the relevant blood sample at the appropriate time.

## Hepatitis C

Midwifery and paramedic science students, as a result of their clinical practice, are designated as 'exposure prone procedure' workers. See Department of Health guidance HSG (93) 40 for a definition. For further information, see *Health Clearance for Tuberculosis, Hepatitis B and C and HIV: New Healthcare Workers* (Department of Health 2007).

As such, and in accordance with Department of Health circular HSC 2002/010, there is a requirement to test for hepatitis C antibodies. Nursing candidates will be offered the opportunity to be screened.

## HIV screening

Midwifery and paramedic science students, as a result of their clinical practice, are designated as 'exposure prone procedure' workers. For a definition and further information, see the publications listed under the previous heading. All midwifery candidates are required to be screened for HIV.

Nursing candidates will be offered the opportunity to be screened.

Please note: a midwifery or nursing candidate who tests positive will be offered further guidance on the implications for undertaking clinical placements. The university is not told the reason why candidates do not obtain occupational health clearance.

## Mental illness

**This covers mental illness/nervous disability and breakdown, including those disorders arising from alcohol and drug misuse.**

In some cases, mental illness may fall under the remit of the DDA and this can be discussed in detail with the occupational health physician.

If a prospective student has or has had an episode of mental illness requiring treatment (including a history of drug or alcohol misuse), a report from the consultant psychiatrist responsible for treatment will be required. Where the treatment has not been the responsibility of a consultant psychiatrist, a report will be sought from the GP. These confidential health reports will then be assessed by the occupational health physician.

Where the recommendations of the occupational health service are disputed it may be necessary to gain a second opinion from a consultant in occupational health. No student will be judged medically unfit without the opportunity to discuss this decision with the physician.

Candidates will normally be expected to be symptom-free for a period of one year.

## Uniforms

### Midwifery and nursing uniforms

Pre-registration midwifery and nursing students are required to wear a uniform during some or most of their clinical placement experiences. The uniform tunics and dresses are only available from the approved suppliers, Boyd Cooper, via its efficient mail order service, using the enclosed order form. **You should purchase your uniforms before starting your programme.** You are required to pay for your uniforms but will receive a cheque for £70 from the university after commencement.

## Female students

Female students should dress in:

- The appropriate grey dress (DF159) or tunic (FT159) – the choice is yours. The dress comes in three different lengths: short (42"), regular (44") and tall (46") and also as an unhemmed version
- Black trousers (LT200)
- Black shoes with low heel and non-slip sole.

## Male students

Male students should dress in:

- The appropriate pale grey tunic (GT746)
- Black trousers (MT600)
- Black shoes with non-slip soles.

The number of uniforms you need to purchase is dependent upon the programme you are undertaking. Adult nursing students will spend much of their time working in clinical practice environments where a uniform is essential. However, learning disability nurses may only need a uniform during placements in the first year while undertaking, for example, adult nursing experiences.

Discussions with previous students lead us to recommend the following:

- **Midwifery students:** a maximum of three dresses/tunics
- **Adult nursing students:** a minimum of three dresses/tunics
- **Mental health nursing students:** two dresses/tunics
- **Learning disability nursing students:** two dresses/tunics
- **Children's nursing students:** three dresses/tunics. In addition, students are expected to supply and wear a tabard when working in children's wards. These should be of a simple design and made from a bright, cheerful material.

## Other purchases

In addition to the uniform, you may also wish to purchase a plain black/navy cardigan that can be worn with the uniform but NOT in areas where you are involved in direct patient care.

Students will be expected to travel to and from placement in their own clothing and change into uniform if facilities are made available for that purpose in the practice area. However, if no changing facilities are available, then students may travel from home to placement in uniform wearing an outdoor coat that fully covers the uniform dress or tunic.

For the safety of patients/clients, wristwatches may not be worn with your uniform – so a fob watch can be a useful purchase.

## Paramedic uniforms

The London Ambulance Service NHS Trust and South East Coast Ambulance Service NHS Foundation Trust will provide paramedic science students with the relevant personal protective equipment once you commence your programme.

## Bursaries and fees

### NHS Student Grants Unit

Bursary applications for midwifery, nursing, social work and speech and language therapy students must be made to the NHS Student Grants Unit. For further information, visit [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students).

Please ensure that you download the correct form, which will be for an income-assessed award for a diploma or degree or a non-income-assessed postgraduate diploma. Please read the supporting information carefully.

Forms should be returned to the unit:

**NHS Student Grants Unit**  
Hesketh House  
200–220 Broadway  
Fleetwood  
Lancashire FY7 8SS

Please keep a copy of the form and any information you are required to send. Please send original documentation. We recommend that you keep a record of when you posted the form to the unit and send it by registered post.

Contact details of the unit:

Tel: 0845 358 6655  
E-mail: [enquiries@nhspa.gov.uk](mailto:enquiries@nhspa.gov.uk)  
Web: [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)

### Paramedic Science Students' Bursary

Paramedic science students at Medway Campus will be paid a flat-rate bursary of £4,000 for the duration of the programme. The payment will be administered by the University of Greenwich. An application form is enclosed with these joining instructions. Please complete and return this to the University of Greenwich as directed.

### Social Work Students' Bursary

Social work students will be paid a flat-rate bursary for the duration of the programme. The payment will be administered by the NHS Business Services Authority. The information on how to apply for your bursary will be sent out with your offer letter.

### Secondment

If you already work in the NHS, you may be entitled to apply for a secondment to the programme. Initial enquiries should be made to your NHS trust.

As a secondee, you will be paid a salary and you must not apply for a bursary; however, you may be able to claim some student support by making an application through Student Finance England. For further information, log on to [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).

## Registration and paying fees

Prior to your school induction programme, you will be required to complete your registration with the university. This confirms your student status and allows you access to all university facilities, including library and computing. Once you have formally accepted your offer, you will be sent, via e-mail or letter, your student portal ID and password and be invited to complete **Part 1: Online Registration**.

You can complete Part 1 from any web-enabled PC. If you do not have computer access at home, you may use a computer on campus. At Avery Hill, these are available in the labs in Fry Building on Southwood Site or in the labs on Mansion Site. At Medway, you must use one of the designated computers in Blake Building, as advised by the Office of Student Affairs.

There will then follow a face-to-face check at which we will issue your ID card. **Part 2: Registration Checks** is carried out in the Student Centre, Southwood House, Avery Hill Campus, or in the Student Centre, Blake Building, Medway Campus. You will be required to show evidence of ID and qualifications if you have not already done so.

### Qualifications

You must present original certificates except for the results for which certificates will not have been issued. In this instance, the computer slip 'Notice of Results' will be accepted.

If the original certificates are written in a language other than English, they must be accompanied by a certified translation. (Photocopies of computer slips and certificates are not acceptable.)

### Proof of identity

Part of the registration process is to establish your identity, and you are asked to provide the following information:

- a) If you were born in the UK, your birth certificate (original or certified copy), current passport, or new-style driving licence (incorporating your photograph).
- b) If you were born outside of the UK, your current passport or EU identity card.

If you cannot find your birth certificate or your current passport, you should make arrangements to obtain a certified copy as soon as possible. If your passport is being held by the immigration authorities, then the original official receipt and a letter confirming your name, place and date of birth will be acceptable.

### Tuition fees

If you are a student on a pre-registration midwifery, nursing or speech and language therapy programme, or on the paramedic science programme at Medway Campus, you do not pay tuition fees. You will pay normal tuition fees if you are a social work student or a paramedic science student at Avery Hill Campus.

## University services

### Office of Student Affairs

The university's Office of Student Affairs offers you information and advice on a range of issues to help you to make the most of your time at university. The following paragraphs introduce you to some of the key areas.

### Student finance and financial support

The student finance and financial support team is based in the Office of Student Affairs. A team of finance advisers offer the following confidential services:

- Help to prevent, where possible, unnecessary financial difficulties for students by providing advice on good financial management
- Advice about various sources of funding, including the Access to Learning Fund
- Details of career development loans, bursaries and trust funding, and advice about eligibility for state benefits.

A few tips before you join us:

- Open a student bank account
- Plan your budget
- Have some money set aside for the first few weeks of term in case your bursary is delayed.

Extra information on student financial support can be found in the booklet *Student Finance and Money Management*. This is published by the university and is available from the Student Centre on your campus (see below). It describes some of the sources of financial assistance available and explains how you go about gaining access to them. There is also a guide to making your money stretch as far as it possibly can.

If there are any issues that are unresolved by the booklet or questions that you need to ask, please contact our student finance and financial support team. The team is available all year round and will answer questions at any time during your studies.

It is important that you address financial problems as soon as possible. The earlier you start to deal with a problem, the easier it is to try to solve it – you can't be offered help if no one knows you are experiencing difficulties.

### Student Centres

Our campus Student Centres are your access point for student services, including financial advice. They are located as follows:

#### Avery Hill Campus

Southwood House  
Southwood Site  
Tel: 020 8331 8444

#### Medway Campus

Blake Building  
Tel: 020 8331 9794

## Student bodies

Students' Union University of Greenwich (SUUG) is the focus for union activity at Avery Hill Campus. It can help you with everything from student welfare services to information on where the best party nights are.

The Students' Union organises events to welcome new students on each campus. The Freshers' Fair is the place to find out about union sports clubs and societies, and the Freshers' Ball is the place to meet new friends.

Activities at Medway Campus are run by a separate student organisation, the Universities at Medway Students' Association (UMSA).

Both SUUG and UMSA host special events throughout the year. These can range from karaoke competitions to club nights. Tickets for specific events are available from the union shops and bars.

For more information, check out the websites or union handbooks, or contact the Students' Union sabbatical team:

#### Students' Union University of Greenwich (SUUG)

##### Greenwich Campus

Cooper Building  
King William Walk  
Tel: 020 8331 7629

##### Avery Hill Campus

1 Boleyn Court  
Southwood Site  
Tel: 020 8331 9596

Web: [www.suug.co.uk](http://www.suug.co.uk)

#### Universities at Medway Students' Association (UMSA)

Medway Campus  
Pilkington Building  
Tel: 01634 888899  
E-mail: [info@umsa.org.uk](mailto:info@umsa.org.uk)  
Web: [www.umsa.org.uk](http://www.umsa.org.uk)

## Other services

### Accommodation

Accommodation information is available on our website at [www.gre.ac.uk/current-students/accommodation](http://www.gre.ac.uk/current-students/accommodation).

If you require further information about accommodation, please contact the university's accommodation services on:

#### Avery Hill Campus

Tel: 020 8331 9671

#### Medway Campus

Tel: 020 8331 9063

### The JobShop

The University of Greenwich JobShop is here to help you find part-time and vacation work during the course of your studies. Part-time work can relieve some of the financial pressures that students are faced with and allow you to gain valuable work experience and skills which will benefit you after graduation. Using the JobShop could not be easier: for advice and job listings, just go to [www.gre.ac.uk/get](http://www.gre.ac.uk/get).

If you require any further information, please contact the JobShop on your campus:

**Avery Hill Campus**

Student Centre  
Southwood House  
Southwood Site  
Tel: 020 8331 8811  
E-mail: jobshop@gre.ac.uk

**Medway Campus**

Room 014  
Blake Building  
Tel: 020 8331 7893  
E-mail: medwayjobshop@gre.ac.uk

**Students with disabilities**

Pre-enrolment information for students with disabilities/dyslexia and special needs is available from the Office of Student Affairs. Telephone 020 8331 7875 for further information.

Part 2 of registration may involve some queuing and standing for long periods. If you have a disability (temporary or permanent) and have special requirements, please telephone the Disability Team as soon as possible on 020 8331 7875 or 020 8331 8481. It may be possible to make alternative arrangements for your registration, according to your individual needs.

**Chaplaincy**

The Chaplaincy is available on each campus and can give you contacts for the major world religions. Chaplains are available to all students, regardless of faith or background. For further details, please contact the Student Centre on your campus.



**Other information**

**How to find us** For information on travelling to the campuses, travel tips, timetables and parking, visit [www.gre.ac.uk/travel](http://www.gre.ac.uk/travel).

**Medway Campus**

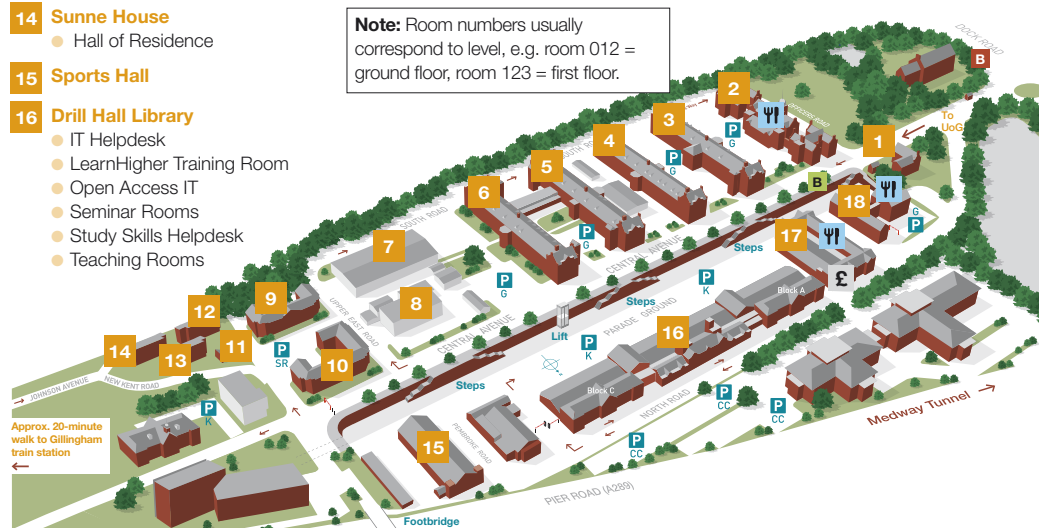
- 1 Gatehouse Entrance**
  - Security
- 2 Pembroke Building**
  - Business School
  - Lecture Rooms
  - Pembroke Refectory
  - Post Room
  - School of Architecture, Design & Construction
  - School of Engineering
  - Wardroom
- 3 Blake Building**
  - Accommodation Office
  - Natural Resources Institute
  - Short Course Centre
  - Student Centre
- 4 Nelson Building**
  - Computing
  - Enquiry Point
  - Medway Sciences
  - Print Room
  - School of Health & Social Care
- 5 Anson Building**
  - Medway School of Pharmacy
- 6 Grenville Building**
  - Centre for Sports & Exercise Sciences
  - School of Science
- 7 Hawke Building**
  - School of Engineering
- 8 Wolfson Centre**

- 9 Wolfe House**
  - Hall of Residence
- 10 Merlin House**
  - Hall of Residence
- 11 Hall of Residence Manager's House**
- 12 Adelaide House**
  - Hall of Residence
- 13 Forte House**
  - Hall of Residence
- 14 Sunne House**
  - Hall of Residence
- 15 Sports Hall**
- 16 Drill Hall Library**
  - IT Helpdesk
  - LearnHigher Training Room
  - Open Access IT
  - Seminar Rooms
  - Study Skills Helpdesk
  - Teaching Rooms

- 17 Pilkington Building**
  - Lecture Theatre
  - Pilkington Café
  - Teaching Rooms
  - Universities at Medway Students' Association (UMSA)
- 18 Jellicoe Building**
  - Campus Shop (UMSA)
  - Coopers Pub (UMSA)
  - Lecture Theatres
  - Purple Bar (UMSA)
  - Teaching Rooms

- B Bus Stop (Public Services)**
- B Bus Stop (Inter-Campus Bus Service)**
- P Parking (G=Greenwich, K=Kent, CC=Canterbury Christchurch, SR=student resident)**
- ☪ Restaurant/Café**
- £ ATM (Cash Dispenser)**

**Note:** Room numbers usually correspond to level, e.g. room 012 = ground floor, room 123 = first floor.



## Avery Hill Campus – Southwood Site



- |  |  |
|--|--|
| <p><b>1 Southwood Lodge</b></p> <p><b>2 Southwood House</b></p> <ul style="list-style-type: none"> <li>● Finance Office</li> <li>● Student Centre</li> </ul> <p><b>3 Bronte Building</b></p> <ul style="list-style-type: none"> <li>● Administration Offices</li> <li>● School of Education – Staff Offices</li> <li>● School of Health &amp; Social Care – Staff Offices</li> <li>– Psychology Labs</li> </ul> <p><b>4 Grey Building</b></p> <ul style="list-style-type: none"> <li>● Post Room</li> <li>● School of Health &amp; Social Care – Staff Offices</li> <li>● Teaching Rooms</li> </ul> <p><b>5 David Fussey Building</b></p> <ul style="list-style-type: none"> <li>● Changing Rooms</li> <li>● Lecture Theatre</li> <li>● Teaching Rooms</li> <li>● Madame Bergman Österberg Sports Hall</li> <li>● School of Health &amp; Social Care – Clinical Skills Labs</li> </ul> <p><b>6 Fry Building</b></p> <ul style="list-style-type: none"> <li>● Administration Offices</li> <li>● Fry Computing Lab</li> </ul> <p><b>7 Mary Seacole Building</b></p> <ul style="list-style-type: none"> <li>● Meeting Rooms</li> <li>● School of Health &amp; Social Care – School Office and Staff Offices</li> <li>● Teaching Rooms</li> </ul> <p><b>8 Jane Seymour Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> <li>● Launderette</li> <li>● Students' Union Office</li> <li>● Students' Union Shop</li> </ul> | <p><b>9 Henry Tudor Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> <li>● The Dome Catering Outlet</li> <li>● The Dome Gym</li> <li>● Sodexo Helpdesk</li> </ul> <p><b>10 Catherine of Aragon Court</b></p> <ul style="list-style-type: none"> <li>● Access Centre</li> <li>● Chaplaincy and Prayer Room</li> <li>● Counselling Offices</li> <li>● Disability &amp; Dyslexia Support</li> <li>● Diversity Office</li> <li>● Halls of Residence</li> <li>● Medical Centre</li> <li>● Village Reception and Accommodation Office</li> </ul> <p><b>11 Anne Boleyn Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> </ul> <p><b>12 Catherine Howard Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> </ul> <p><b>13 Anne of Cleves Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> </ul> <p><b>14 Catherine Parr Court</b></p> <ul style="list-style-type: none"> <li>● Halls of Residence</li> </ul> <p><b>15 Gatehouse</b></p> <ul style="list-style-type: none"> <li>● Security</li> </ul> <p><b>P Parking for Staff and Students</b></p> <p><b>B Bus Stop (Inter-Campus Bus Service)</b></p> <p><b>Ψ Restaurant/Café</b></p> |
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## Checklists and contacts

### Important reminders

1. Have you confirmed with Central Recruitment, University of Greenwich, that you wish to accept the offer of a place? (You should have returned your 'Acceptance of Offer of Place' form sent to you with your 'Offer of Place' letter.)
2. Have you completed the Criminal Records Bureau disclosure application form?
3. Have you returned your form to the occupational health department?
4. Have you contacted the relevant occupational health department to make an appointment for health screening?
5. Have you returned your occupational health confirmation form to the Student Centre in the enclosed return envelope?

### Form checklist

	IN PACK	ACTIONED
<b>Criminal Records Bureau disclosure application form (page 3)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confidential health questionnaire (1a)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GP declaration form (1b)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Occupational health confirmation form (2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Uniform order form (3)</b>	<input type="checkbox"/>	<input type="checkbox"/>

(Forms 1a to 3 are located in the centre of this booklet)

### Key contacts

Avery Hill Campus Accommodation	020 8331 9671
Medway Campus Accommodation	020 8331 9063
Office of Student Affairs, Avery Hill	020 8331 8444
Office of Student Affairs, Medway	020 8331 9794
Recruitment	020 8331 9085
<b>Occupational Health</b>	
Darent Valley Hospital	01322 428451
Princess Royal Hospital	01689 863000
Queen Elizabeth Hospital	020 8836 6541
Queen Mary's Hospital	020 8302 2678

### School of Health & Social Care enquiries

#### Avery Hill Campus

Adult	020 8331 8006
Child, Learning Disabilities, Mental Health	020 8331 8887
Midwifery	020 8331 8537
Paramedic Science	020 8331 8806
Social Work	020 8331 9231

#### Medway Campus

Adult	020 8331 8172
Paramedic Science	020 8331 9180
Speech and Language Therapy	020 8331 9338



UNIVERSITY  
of  
GREENWICH

**School of Health & Social Care  
University of Greenwich**

Avery Hill Campus  
Southwood Site  
Avery Hill Road  
Eltham  
London SE9 2UG

Medway Campus  
Nelson Building  
Central Avenue  
Chatham Maritime  
Kent ME4 4TB

**Enquiry Unit**

Telephone: 020 8331 9000

Fax: 020 8331 8145

E-mail: [courseinfo@gre.ac.uk](mailto:courseinfo@gre.ac.uk)

Website: [www.greenwich.ac.uk](http://www.greenwich.ac.uk)



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