

Use of the Hospital Pager/Bleeps on Telephone System

The following notes offer simple guidance on the use of Hospital pagers (Bleeps)

Sending a call using internal telephones

1. Lift the handset
2. Dial 80 and wait for voice instructions.
3. Dial bleep number required, e.g. 7583
4. Dial your own extension number, e.g. 4997
5. Wait for intermittent bleep (this indicates the system has accepted your call, replace handset).
6. Wait for call.

To answer a bleep call using internal telephones

1. Push button on bleep and listen or observe visual display, e.g. 4997
2. Lift handset on nearest available internal telephone and dial number as required.

If you receive the following numbers this indicates that the Switchboard has a call for you. To answer simply dial that number, e.g. 8360, 8361, 8362 and 8363.

Extremely Important

Holiday / Absent / Sick

It is extremely important that you notify the switchboard if a colleague is covering your duty whilst you are absent/sick. Always advise Switchboard of any changes; this will avoid embarrassment to the switchboard staff when trying to locate an on-call doctor/user while a call is on hold.

Information for Holders of Hospital Pagers/Bleeps

The holder of the 'bleep' is responsible for its safekeeping. There is a payment due for lost, stolen or 'damaged beyond repair' bleeps, of £245 minimum and £400 maximum.

The bleep goes with the job, not the Doctor. When the said Doctor changes jobs, the bleep of the vacated post is left in switchboard for the next person who takes up that particular post. The same goes for any new job any Doctor may be taking up whilst in the employment of the RUH; the bleep for that particular job will be left in Switchboard for collection.

Open telephone lines in the Residences have to be signed for (form contained in the induction pack). The user stipulates as to whether Local calls, National Calls (UK) or an overseas call facility is required when signing the form. There is a fixed monthly charge for an open telephone line plus calls charged at the current rates enjoyed by the Trust.

Regardless of completing a Telephone Application Form, the room occupant is responsible for all call charges arising for the use of the telephone in their room during their occupation.

Telephone usage is monitored monthly and a report is sent to Payroll for charges to be deducted from Salary.

We ask that private calls made from other lines in the RUH, via the Switchboard, be kept to a minimum, and not within working hours of 8 a.m. to 7 p.m. Name and payroll number details are to be given at the time of the call and the cost of the call will be deducted from salary at the end of each month.

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