**Paediatric & Neonatal team On-Call Information**

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| **DAILY TEAM MEETINGS** | | | |
| Meeting | Time and Location | Attendees | Objective |
| Morning Handover Meeting | 08:00 every morning  Weekdays: Day Surgery Unit Seminar Room  Weekends: Sunshine ward doctors office | Paediatric Consultant  Neonatal Consultant  Paediatric SHO’s; registrars; advanced nurse practitioners | Handover ward list & new A&E referrals/admissions; patients transferred out; outstanding jobs |
| Night Handover Meeting | 20:00 every evening  Sunshine ward doctors office (paeds)  Neonatal unit doctors office | SHOs (paeds + neonates)  Night Registrar  Night Resident consultant | Ward patients & new admissions; A+E referrals; unwell patients on wards, outstanding jobs |
| PAU board round | 14:00 everyday  PAU / Dolphin Ward  20:30 | PAU consultant (daily)  Twilight registrar & SHO (weekdays)  Advanced nurse practitioner (daily)  PAU team + night team | Handover from ANP & paeds SpR to twilight team  Go through Dolphin ward (pre-booked patients); PAU & ED board & allocate tasks  Handover PAU patients |

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| **WARD LISTS** | |
| Ward Handover lists – paediatric (sunshine) and NNU | Found in the paediatric drive  Paeds – word document. NNU – excel document.  List updated by SHO before morning handover & night handover, new versions made.  Includes: all ward inpatients; urgent jobs for discharged patients; patients transferred to other hospitals |

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| **OTHER USEFUL TOOLS** | |
| Apps for all Smartphones | **Induction**: contact numbers, bleep lists  **BNFc**  **WHO growth charts** |
| Guide to postnatal ward | Found in Paeds & Neonates shared drive |

**PAEDIATRICS**

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| **PAEDIATRIC REGISTRAR ROLES** | | | | | | |
| Role | Bleep | Time | Tasks | Staffing | Start Bleep Location | End Bleep Location |
| Paediatric SpR long day (8-20.30)  Paediatric SpR short day (8-5) | #732  (arrest bleep)  (until h/o to twilight) | 0800-2030 | Ward round  Take referrals from ED & clerk patients in ED or PAU  Review acutely unwell patients and support juniors on wards.  Child protection medicals. | 1 long day SpR  +/- short day SpR  1 long day SHO  +/- short day SHO  1 paediatric consultant | BATON BLEEP  Collect from night paeds SpR | BATON BLEEP  Hand to night paediatric SpR at night handover meeting |
| Night Paediatric SpR (or resident consultant) | #732  (arrest bleep) | 2000-0830 (0900 Monday) | Received referrals & clerk new patients ED – admit.  Review acutely unwell patients and support juniors on ward | Paediatric SHO (#730) | BATON BLEEP  Collect from day paediatric SpR at night handover meeting | BATON BLEEP  Hand to day paediatric SpR at 0800 |
| Twilight SpR | #732 | 1400-2200  Weekdays  Weekend: nil | Discuss referrals from GPs (paediatric hot phone); discuss referrals from ED  Clerk patients in PAU & ED | Twilight paeds consultant (1400-2200)  Twilight SHO (1400-2200)  Paediatric ANP (0800-2130) | Collect from paediatric long day SpR | Handover to night SpR at 2000 |
| Paediatric ANP | #700 | 0800-2030  Daily | Review dolphin patients  Clerk PAU/ED patients  Take referrals from GPs (hot phone)  Chase & act on results in red ‘bug book/folder’  Clinic |  |  |  |

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| **PAEDIATRIC SHO ROLES (1)** | | | | | | |
| Role | Bleep | Time | Overview | Staffing | Bleep Location | Handover Details |
| Paediatric SHO long day (8-20.30)  Paediatric SHO short day (8-5) | #730  (arrest bleep) | 0800-2030 | Ward round with consultant  Review acutely unwell patients with SpR support if needed  Chase & act on results in red ‘bug book/folder’ | 1 long day SpR  +/- short day SpR  1 long day SHO  +/- short day SHO  1 paediatric consultant | BATON BLEEP  Collect from night paeds SHO | BATON BLEEP  Hand to night paediatric SHO at night handover meeting |
| Night Paediatric SHO | #730  (arrest bleep) | 2000-0830 (0900 Monday) | Clerk new patients in ED  Review acutely unwell patients with SpR support if needed | Paediatric SpR (#732) | BATON BLEEP  Collect from day paediatric SHO at night handover meeting | BATON BLEEP  Hand to day paediatric SHO at 0800 |
| Twilight SHO | No bleep | 1400-2200  Weekdays  Weekend: nil | Clerk patients in PAU & ED & discuss with PAU consultant  Chase & act on results in red ‘bug book/folder’ | Twilight paeds consultant (1400-2200)  Twilight SpR (1400-2200)  Paediatric ANP (0800-2130) |  |  |
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**NEONATES**

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| **NEONATAL REGISTRAR ROLES** | | | | | | |
| Role | Bleep | Time | Tasks | Staffing | Start Bleep Location | End Bleep Location |
| Neonatal SpR long day (8-20.30) | #733  (arrest bleep) | 0800-2030 | NNU Ward round  Discuss newborn examinations with examination of the newborn midwife (11am call daily)  Review acutely unwell neonates and support juniors on postnatal & NNU; attend high risk deliveries & neonatal crash calls | 1 long day SpR  1 long day SHO NNU  1 short day SHO postnatal  1 neonatal consultant  1-2 neonatal ANNP | BATON BLEEP  Collect from night neonatal SpR | BATON BLEEP  Hand to night neonatal SpR at night handover meeting |
| Night Neonatal SpR (or resident consultant) | #733  (arrest bleep) | 2000-0830 (0900 Monday) | Review acutely unwell neonates and support juniors on postnatal & NNU; attend high risk deliveries & neonatal crash calls | Neonatal SHO (#731), | BATON BLEEP  Collect from day neonatal SpR at night handover meeting | BATON BLEEP  Hand to day neonatal SpR at 0800 |
| Neonatal ANNP (SpR or SHO level) |  | 0800-2030  Daily | NNU ward round  Attend deliveries  Review acutely unwell neonates and support juniors on postnatal & NNU; attend high risk deliveries & neonatal crash calls |  |  |  |
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| **NEONATAL SHO ROLES (1)** | | | | | | |
| Role | Bleep | Time | Overview | Staffing | Bleep Location | Handover Details |
| Neonatal SHO long day (8-20.30) | #731  (arrest bleep) | 0800-2030 | Ward round with consultant  Review acutely unwell patients with SpR  Chase & act on outstanding results on ward list | 1 long day SpR  1 long day SHO  1 neonatal consultant  1-2 ANNP | BATON BLEEP  Collect from night neonatal SHO | BATON BLEEP  Hand to night neonatal SHO at night handover meeting |
| Postnatal SHO short day (8-5) | #740 | 0800-1700 (weekdays) | Newborn examinations (all on list)  Review of all postnatal patients on handover list (jaundice, sepsis, other postnatal issues)  Bloods to monitor jaundice etc  Escalate concerns/unwell patients to neonatal SpR | 1 postnatal SHO  1 neonatal consultant & SpR – to discuss postnatal patients with | Neonatal office (only held during 0830-1700) |  |
| Night Neonatal SHO | #731  (arrest bleep) | 2000-0830 (0900 Monday) | Attend deliveries  Review unwell postnatal babies  Blood tests for postnatal/NNU babies as necessary | Neonatal SpR (#733) | BATON BLEEP  Collect from day neonatal SHO at night handover meeting | BATON BLEEP  Hand to day neoantal SHO at 0800 |
| Neonatal ANNP (SpR or SHO level) |  | 0800-2030  Weekdays | NNU ward round  Attend deliveries  Newborn examinations  Review acutely unwell neonates and support juniors on postnatal & NNU; attend high risk deliveries & neonatal crash calls  Chase outstanding results on ward list  Neonatal clinic | 1 long day SpR  1 long day SHO  1 neonatal consultant  1-2 ANNP |  |  |
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| Neonatal postnatal weekend long day | #731  (arrest bleep) | 0800-2030 (weekends) | Attend deliveries  Review of all postnatal patients on handover list (jaundice, sepsis, other postnatal issues)  Bloods to monitor jaundice etc  Escalate concerns/unwell patients to neonatal SpR | 1 long day SpR  1 long day SHO |  |  |