**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 morningWeekdays: 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 eveningSunshine ward doctors office (paeds)Neonatal unit doctors office  | SHOs (paeds + neonates) Night RegistrarNight 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 BLEEPCollect from night paeds SpR  | BATON BLEEPHand 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 BLEEPCollect from day paediatric SpR at night handover meeting | BATON BLEEPHand to day paediatric SpR at 0800 |
| Twilight SpR  | #732  | 1400-2200Weekdays 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  | 0800-2030Daily  | 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 BLEEPCollect from night paeds SHO  | BATON BLEEPHand 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 BLEEPCollect from day paediatric SHO at night handover meeting | BATON BLEEPHand to day paediatric SHO at 0800 |
| Twilight SHO  | No bleep  | 1400-2200Weekdays 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 consultant1-2 neonatal ANNP  | BATON BLEEPCollect from night neonatal SpR  | BATON BLEEPHand 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 BLEEPCollect from day neonatal SpR at night handover meeting | BATON BLEEPHand to day neonatal SpR at 0800 |
| Neonatal ANNP (SpR or SHO level)  |  | 0800-2030Daily  | 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 SpRChase & act on outstanding results on ward list | 1 long day SpR 1 long day SHO 1 neonatal consultant 1-2 ANNP  | BATON BLEEPCollect from night neonatal SHO  | BATON BLEEPHand 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 BLEEPCollect from day neonatal SHO at night handover meeting | BATON BLEEPHand to day neoantal SHO at 0800 |
| Neonatal ANNP (SpR or SHO level) |  | 0800-2030Weekdays  | NNU ward round Attend deliveries Newborn examinations Review acutely unwell neonates and support juniors on postnatal & NNU; attend high risk deliveries & neonatal crash callsChase 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  |  |  |