**Medical team On-Call Information**

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| **DAILY TEAM MEETINGS** | | | |
| Meeting | Time and Location | Attendees | Objective |
| Resus Huddle | 09:15 every morning  Floor 5 Medical Education Centre | Medical Registrar  Clerking SHO  Clerking FY1  Ward Cover SHO  Ward Cover FY1s  CCOT (Critical Care Outreach Team)  Resus Team | Allocate roles in ALS scenarios.  In case of vacant shifts, escalate to rota coordinator or MUO on x2526. |
| Night Handover Meeting | 21:00 every evening  AAU Seminar Room | Day Medical Registrar  Day Clerking SHOs  Day Ward Cover Team  Night Medical Registrar  Night Clerking SHO, night Ward Cover Team | Day team hand over night team: patients on take list, unwell patients on wards, outstanding jobs |
| Night Huddle | 02:00 every morning  AAU Nurse Practitioner Office  Bring food and drink! | Night Team, CCOT, Bed Managers | Regroup, ask for advice about unwell patients |

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| **ON-CALL LISTS** | |
| Take List | Hospital @ Night (Out-of-Hours, or OOH) list for the weekend |
| Intranet 🡪 Applications 🡪Resources 🡪Medical take list .  If you don’t have access, contact the rota coordinator or MUO: x2526 or khft.muo-leaverequests@nhs.net. | You refer patients to the OOH F1, SHO or WE SpR (weekend SpR). Each referral should be run past the ward SpR or Consultant at Friday’s RAG round to ensure that it is appropriate.  If you are taking the referral, each job must be signed off (completed) on CRS both as an audit trail that the review occurred and so that these patients are taken off the system.  CRS 🡪 View 🡪 Out of Hours 🡪 Click on three-circle icon (Establish Relationships) 🡪 Establish Relationship with All Patients 🡪 Click on funnel icon 🡪 select appropriate list under field |

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| **OTHER USEFUL TOOLS** | |
| Apps for all Smartphones | Tertiary Centre’s/ Specialist Advice: |
| **Health Toolbox**: contains job descriptions, information on how to refer to different teams or specialties and how to order investigations  **Induction**: contact numbers, bleep lists | Renal- St Georges (bleep 6415)- unless St Helier’s patient  Neurosurgery- St Georges (refer a patient needed)  Vascular- St Georges or St Thomas’s (for proximal lower limb DVTs)  Stroke St Georges  OOH neurology advice- St Georges  Cardiology- St Georges  Liver- Kings |

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| **MEDICAL REGISTRAR ROLES** | | | | | | |
| Role | Bleep | Time | Tasks | Staffing | Start Bleep Location | End Bleep Location |
| Day Medical SpR  Manage medical take, accept referrals from ED and other specialties, ensure patients are seen by correct member of clerking team | #174  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0900-2130 | Introduce self to ED Cons, on-call and resus teams at start of shift.  From 17:00: take GP referrals.  Clerking/take patients: consultants often clerk and PTWR together depending on how busy the take is.  Take repats from other hospitals.  Review acutely unwell patients and support juniors on wards.  Ward referrals: if patient is stable, redirect to most appropriate team for review | 1 Day Clerking SHO  1 Twilight Clerking SHO (1300-2300)  1 Clerking F1 (1700-2100 M-F, 0830-2130 W/E)  PT Consultant | **BATON BLEEP**  Collect from night Medical SpR at 0900 | **BATON BLEEP**  Hand to night Medical SpR at night handover meeting |
| Night Medical SpR  Manage medical take, accept referrals from ED and other specialties, ensure patients are seen by correct member of clerking team | #174  (arrest bleep) | 2100-1000 | Introduce self to ED cons, on-call and resus teams at start of shift.  Clerk medical and take patients.  Review acutely unwell patients and support juniors on wards.  Meet PT Consultant at 0800 in AAU doctors’ office and post-take night patients until 1000. | Clerking SHO (#172),  Twilight Clerking SHO (until 2300),  AAU SHO (#173),  Ward Cover SHO (#171) | **BATON BLEEP**  Collect from day Medical SpR at night handover meeting | **BATON BLEEP**  Hand to day Medical SpR at 0900 |
| SDEC Registrar | No bleep | 1400-2130  Weekend: 1000-1800 | Manage SDEC: advise juniors seeing patients.  Prioritise sicker/more complex patients.  If nobody in SDEC, support take  Work with Medical SpR/ED Cons to find patients to ‘pull into’ SDEC.  Hold the take SpR bleep upon arrival for the day SpR’s lunch. | SDEC SHO  SDEC GPST (0900-1700)  SDEC SpR (1400-2130)  SDEC ANP  SDEC F1  SDEC Cons (0900-1700) | **-** | **-** |
| Weekend/Discharge SpR (WE SpR) | #280  (arrest bleep) | 0900-1700 | Review patients before discharge (usually all are on the H@N list, sometimes nurses will bleep with others to see).  See sick patients on the H@N list.  Support the ward team.  NB: print and review **both** the WE SpR and SpR Medicine lists. | 2x Ward Cover SHOs  2x Ward Cover FY1s  2-3 Cons (1 clerking, 1 PT)  Often Cardio Cons on call from home for support as well – check Friday’s on-call list | Collect from Switchboard at start of shift | Drop off at Switchboard at start of shift |

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| **MEDICAL SHO ROLES (1)** | | | | | | |
| Role | Bleep | Time | Overview | Staffing | Bleep Location | Handover Details |
| AAU Weekday On-Call  Monday-Friday | #173  (arrest bleep) | 0830-2130 | Cover usual ward in-hours, cover AAU from 1700-2100 | 2 PT F1s cover PT patients (until 2000).  Fridays 2 SHOs.  For advice, bleep on-call Med SpR on #174 | Collect bleep before 1630 from bleep basket, AAU doctors’ office.  Give bleep to night AAU SHO at 2100 night handover. | 1700: handover from outgoing AAU doctors.  2100: hand over jobs to night SHO in AAU seminar room. |
| AAU Weekend Day  Saturday, Sunday, Bank Holidays | #173  (arrest bleep) | 0830-2130 | Divide AMU btw the 3 SHOs. You do not need to review every patient. One SHO prioritises early review of discharges before joining other SHOs to review inpatients.  RAG round key info: does patient need 2nd review, can they be zoned to another ward, what is their EDD?  Review sick patients and discharges with on-call consultant. | 3 SHOs  Cons present 0830-1700 | Collect bleep at 0830 from AAU doctors’ office from Night AAU SHO.  Give bleep to night AAU SHO at 2100 night handover. | 2100: hand over jobs to night SHO in AAU seminar room |
| AAU Night | #173  (arrest bleep) | 2130-0900 | Cover AAU overnight, and patients in A&E clerked but not yet in AAU. Any jobs left from patients clerked during day shift. Help with medical take when AAU tasks done. | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300)  AAU SHO (#173)  Ward Cover SHO (#171) | Collect bleep from evening AAU SHO at 2100 night handover meeting. Leave bleep in bleep basket, AAU doctors’ office | 2100: accept jobs from evening AAU SHO at night handover meeting |
| Ward Cover Weekday On-Call  Monday-Friday | #171  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0830-2130 | Cover usual ward in-hours, cover medical wards (Esher Wing) from 1700-2100.  Day team will bleep to hand over jobs/unwell patients at 1700.  Nurses will bleep from 1700 re unwell patients, jobs.  Support FY1s, escalate unwell patients to Med SpR (#174) | Mon-Thu: 1 SHO (1700-2100)  Friday: 2 SHOs (1700-2100)  2 FY1s | **BATON BLEEP**  Collect at 0830 from Night Ward SHO in AAU doctors’ office, bleep if not there. Hand bleep to Night Ward SHO at 2100 handover. | 2100: hand over jobs to night Ward Cover SHO in AAU seminar room |
| Ward Cover Weekend On-Call  Saturday, Sunday, Bank Holidays | #171  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0830-2130 | 0830: meet night team in AAU doctors’ office, take handover of unwell patients, collect bleep, print H@N lists.  Cover medical wards (Esher Wing)  Support FY1s, complete jobs on H@N lists.  Escalate unwell patients to Medical SpR (#280 until 1700, then #174). | 2 SHOs (0830-2130)  2 FY1s (0830-2130)  Discharge SpR (0900-1730) | **BATON BLEEP**  Collect at 0830 from Night Ward SHO in AAU doctors’ office, bleep if not there. Hand bleep to Night Ward SHO at 2100 handover. | 2100: hand over jobs to night Ward Cover SHO in AAU seminar room |

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| **MEDICAL SHO ROLES (2)** | | | | | | |
| Role | Bleep | Time | Overview | Staffing | Bleep Location | Handover Details |
| Ward Cover Night | #171  (arrest bleep) | 2100-0900 | Manage wards overnight.  See patients handed over by day team, jobs, unwell patients escalated by nursing team | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300)  AAU SHO (#173)  Ward Cover SHO (#171) | **BATON BLEEP** Collect bleep from day SHO at 2100 handover | 2100: take jobs handover from day SHOs/FY1s AAU seminar room  End of shift: hand over directly to ward teams |
| Clerking Day | #172  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0830-2130 | Clerk roughly 1 patient per hour.  Consultants often clerk and PT together if take is busy.  Ask to PT early if any patient is sick.  If Cons is busy, escalate to Med SpR (#174).  At weekend, you may be asked to see sleepers (med patients in ED) | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300)  Clerking FY1 (#175)  PT Consultant | **BATON BLEEP** Collect bleep from night Clerking SHO at 0830 | 2100: hand over jobs, any sick patients to night Clerking SHO in AAU seminar room |
| Clerking Twilight | No bleep  (Pls add your mobile to take list) | 1300-2300 | Clerk roughly 1 patient per hour.  Consultants often clerk and PT together if take is busy.  Ask to PT early if any patient is sick.  If Cons is busy, escalate to Med SpR (#174). | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300)  Clerking FY1 (#175)  PT Consultant | **-** | No need to attend 2100 handover. Hand over unwell patients to night med reg, jobs to night SHO. |
| Clerking Night | #172  (arrest bleep) | 2100-1000 | Clerk roughly 1 patient per hour.  Day PT cons will try to post-take as many of your patients as possible with you before your shift ends. | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300) | **BATON BLEEP** Collect bleep from day Clerking SHO at 2100 handover | 2100: collect bleep, discuss take and sick patients |
| SDEC SHO | No bleep | 0830-2130 | Clerk, review and manage patients presenting to SDEC.  Cons during the day and medical SpR in the evening can advise you. | SDEC SHO  SDEC GPST (0900-1700)  SDEC SpR (1400-2130)  SDEC ANP  SDEC F1  SDEC Cons (0900-1700) | - | 2100: attend handover if sick patients/jobs to hand over |

**NB:** SHO bleeps #171 and #172 are **baton bleeps** – they **must** be passed from one doctor to another and **must not** be left unattended. They are alerted in case of peri-arrests, cardiac arrests and other emergencies. Please contact the bleep holder if you cannot find either of them at the start of your shift.

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| **MEDICAL FY1 ROLES** | | | | | | |
| Role | Bleep | Time | Overview | Staffing | Bleep Location | Handover Details |
| FY1 Clerking | #175  (arrest bleep) | M-F:  0900-2130  Sat/Sun/BH:  0830-2130 | Cover usual ward in-hours.  At 1700, join medical take. Check with Medical SpR to see most appropriate patient.  Weekends: clerk all day, but can be asked to see sleepers if slow take or many sleepers.  Ensure all patients post-taken before handover. If PT cons cannot do, discussed with Med SpR on call. | Medical SpR (#174)  Clerking SHO (#172)  Twilight Clerking SHO (until 2300)  Clerking FY1 (#175)  PT Consultant | Collect bleep from bleep basket AAU doctors’ office at 0830.  Leave bleep in bleep basket AAU doctors’ office at 2130. | 2100: hand over details of sick patients to night clerking team. |
| FY1 Ward Cover Weekday On-Call  Monday-Friday | #170  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0900-2130 | Cover usual ward in-hours.  From 1700, cover medical wards (Esher Wing: Blyth, Bronte, Derwent, Kennet, Keats, Hardy, Hamble). Day team will bleep to hand over jobs/unwell patients at 1700.  Nurses will bleep from 1700 re unwell patients, jobs.  Escalate unwell patients to SHO (#171)/SpR (#174) | 2 Ward Cover FY1s  Mon-Thu: 1 SHO  Friday: 2 SHOs (#171) | **BATON BLEEP**  Collect at 0830 from Night Ward SHO in AAU doctors’ office, bleep if not there. Hand bleep to Night Ward SHO at 2100 handover. | 2100: hand over details of sick patients to night ward-cover team. |
| FY1 Ward Cover Weekend On-Call  Saturday, Sunday, Bank Holidays | #170  (arrest bleep)  Resus Huddle 0915 5th Floor Med Ed Centre | 0830-2130 | Cover medical wards (Esher Wing: Blyth, Bronte, Derwent, Kennet, Keats, Hardy, Hamble).  Print H@N lists, work through jobs from weekday staff.  Nurses will bleep re unwell patients, jobs. Escalate unwell patients to SHO (#171)/SpR (#174)/WE SpR (#280 0900-1700) | 2 SHOs (0830-2130)  2 FY1s (0830-2130)  Discharge SpR (0900-1730) | **BATON BLEEP**  Collect at 0830 from Night Ward SHO in AAU doctors’ office, bleep if not there. Hand bleep to Night Ward SHO at 2100 handover. | 2100: hand over details of sick patients to night ward-cover team. |
| Post-Take FY1 | #420 | 0745-2000 | On arrival, create 2 lists in Excel: (include patient name, location, MRN, DOB, clerking doctor)  List 1: all pts in past 24 hours who’ve not been seen post take.  List 2: Sleepers list: all medical patients in ED/CDU not on PT list  You will see all post-take patients with PT Cons, starting with those seen by night SHO/SpR.  Attend AAU board round @ 1130 and 1500. | 1 PT FY1 (#420)  1 PT SHO  PT Consultant | Collect bleep from bleep basket AAU doctors’ office at 0745.  Leave bleep in bleep basket AAU doctors’ office at 2000. | At shift start: ask night SHO/SpR for details of sick patients in ED who’ve not yet been post-taken if any.  At shift end: hand over details of sick patients to AAU SHOs to pass to night team. |