

AM WARD ROUND DUTIES

1. Print lists

- The acute medicine WR has two lists
- The first list is the “old list” – any patients who were seen on the WR the day before and remain on AAU
 - Make sure you are on a doctor’s log in so you have access to Team Drive
 - Find list here: Team Drive > Medicine Junior Doctors > AMU TEAM > AMU Lists 2020; then find the file with yesterday’s date
 - ‘Save as’ today’s date
 - Update locations of all patients (use bamboo to find locations) in the location column
 - Do not delete patients if they have been moved off AAU to another ward, grey out that row and handover to the corresponding ward after WR
 - Do not delete patients who have gone home with outstanding jobs (e.g. chase COVID swabs), pink these out and do the jobs later
 - Print 2x copies
- The second list is the “new list” – any patient admitted under medicine in the last 24 hours. This needs to be generated from Whiteboard.
 - Find whiteboard: BSUH Applications > AMU (RSCH)
 - Click reports (on the right near the top)
 - A pop-up appears
 - Make sure in the specialty box it says AM
 - Click on the box that says ‘Specialty 2’
 - Change the ‘date from’ to yesterday’s date
 - Click ‘run report’
 - Print 2x copies

2. Find bleep (8981) and carry bleep for the day

- For ward jobs, do not need to go to MET calls

3. Find AM consultant for day

4. Do ward round with AM consultant

- Write your bleep in all ward entries so nurses can contact you if needed

5. Do jobs generated on WR, including TTOs (on midway) as required

6. Be first point of call for any AM patients that become unwell in the day

- The nurses should have your bleep so will bleep you
- If you need help, contact the red SpR on 8521
- Red AM consultant should be on 65211

7. Update list at end of day

- Add patients from the ‘new list’ who are staying onto the ‘old list’
- Columns are self-explanatory

8. For anyone staying overnight, put out blood forms for the phlebs the next day

- Use bamboo to print blood forms (find patient on panda, click small down arrow next to “ICE” box, click order tests/exams, click “accept location”, click on the tests you want, click “continue with request...”, fill in details, click “accept request” [at very bottom left of screen], make sure the request prints
- Place paper request form in the slots for each bay (the nurses can show you where these are, they vary bay by bay)

9. Handover (via phone call) any patients that move to other wards to those wards

10. Receive handover, patient list and bleeps from Respiratory and Elderly care WR doctors.

11. Be first point of call for any AM/Resp/Elderly care patients that become unwell in the day

- If you need help, contact the RED MET bleep holder on 8980 or for senior help RED SpR on 8521
- Red AM consultant should be on 65211, Elderly care consultant on 62011, Respiratory consultant number (from Resp WR doctor)

12. Handover any outstanding jobs/any unwell patients before you leave to person allocated to cover AAU for evening.