

CDU and SSW

1. Ward round
 - The nurses will have a list (one in each ward) – either grab a copy if there are spares or the list will be open on the computer on word to print
 - Ward round with one of the ED consultants after morning handover
2. Ward round jobs
 - TTOs and discharge summaries are done on symphony as in A&E
3. Update list
 - Between yourselves and the nurses keep the word list up to date – there is a high turnover in CDU so lists change quite quickly
 - There is also an excel document open on both computers that records all patients in CDU/SSW – when people are discharged it is helpful to put the time they were discharged on this spreadsheet so records are accurate
4. New patients
 - New patients come to CDU and SSW frequently.
 - Chairs patients – usually the doctor that saw this patient on the shop floor will come back to see these patients (for example after a repeat troponin is back) but sometimes people get forgotten so it is useful to keep an eye on these patients
 - Bed patients – typically become yours, receive a handover and do any jobs
5. Outstanding discharges
 - Sometimes when the department is busy, not all patients get a discharge summary written – it is the CDU/SSW doctors job to do these
 - In the cupboard in SSW (code 5421) are the outstanding discharges in the red tray nearest the door
 - Complete the discharge summaries from the notes and information on symphony (you can add a note to say that the summary was completed from the notes and that you did not meet the patient)
 - When complete the notes go back in the cupboard in the next red tray along (the middle tray)
6. Non-medical patients
 - There are often patients under medics or CoTE on CDU/SSW – these patients will be seen by one of their consultants but they will ask you to do any jobs
7. Clerk on shop floor when jobs done
8. Handover:
 - 08:00-17:00 – handover any outstanding jobs to FY1 on 15:00-24:00
 - i. After handover at 15:00 the green consultant will usually do a whip round of SSW/CDU
 - 15:00-24:00 – handover any outstanding jobs to one of the night team
9. Tips and tricks
 - Often the nursing staff are short (when one is on break) so you may need to check CD's with the nurses, chase MHLT/Pavilions/homeless team, or book transport etc.
 - Patients often come round without a full clerking – if referring them onto a speciality you will need to fully clerk them