

## RESP WARD ROUND DUTIES

1. Print lists
  - You will need to print 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 > Respiratory > Patient Lists > Outliers; 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
      - N.B. many of the respiratory outliers may not be in AAU, but the list is printed for the consultant as a reference
    - Print 2x copies
  - The second list is the “new list” – any patient admitted under resp 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
    - In the drop down speciality box, click Resp
    - 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 (8527) and carry bleep for the day
  - For ward jobs, do not need to go to MET calls
3. Find resp consultant for day
4. Do ward round with resp consultant
  - Write your bleep in all ward entries so nurses can contact you if the patients you have seen become unwell
5. Do jobs generated on WR, including TTOs (on medway) as required
  - The resp consultant will usually run through jobs at the end of the WE
6. Update list
  - The consultants may sometimes have already done this/you may do this with them
  - Add patients from the ‘new list’ who are staying onto the ‘old list’
  - Columns are self-explanatory
7. 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)
8. Handover (via phone call) any patients that move to other wards to those wards
9. Handover patients to Acute Medical Unit FY2+ who will monitor patients once ward rounds and jobs are completed. Handover bleep and copy of list to AMU FY2+
10. Link with RED ED consultant once ward round and jobs completed.