F1 handover documents

As part of an ongoing quality improvement project, we are developing F1 handover documents designed to assist new starters in their various placements.

Specialty
General Surgery (Wards 1 & 2)

Overview of duties (including wards covered)
- Bloods
- Radiology
- EDDs (Electronic Discharge Documents)
- Day shift (255 bleep holder)
    - Obtain bleep from Night doctor
    - Ward doctor at Wards 1 & 2 - Administrative jobs
    - Ward rounds for General Surgery patients at 0930
        - Call the Registrar through Switchboard if he/she is not there already
    - Respond to emergency bleeps (E.g. MET and HIT calls)
    - Chase investigation results
    - Review unwell patients and escalate appropriately
    - Cover Harrowby from 1700 to 2130 for urgent requests
    - Update handover sheet
- NWD
    - Theatre day (usually theatre 1 is General Surgery)
    - Clinics - Assisting the senior doctor with outpatient appointments
    - SDT (Self directed training) - hours allocated to help you keep on top of your portfolio, reading, extra courses, extra reading etc
- Night (255 bleep holder)
    - Obtain bleep from Day doctor
    - Request morning bloods
    - Respond to emergency bleeps
    - Bloods for inpatients at 0600
    - G&S for new inpatients from 0700
    - Complete VTE & Comorbidities forms for incoming patients next morning
    - Update handover sheet

Shift times
- Day (Monday - Friday): 0830 - 2130 (Handover at 2100 at SDEC)
- NWD: 0830 - 1700
- Night: 2100 - 0930 (Handover at 2100 at SDEC)
- WE (Weekend) Day: 0900 - 2130 (Handover at 2100 at SDEC)
- LCH (Lincoln County Hospital): 0800 - 2030

Handover arrangements

- Update the handover list based on any events during your shift [GDH Ward 5 >> Current surgical list]
  (Please remember to save and close the document, otherwise no one else can access it)
- Add new inpatients for the next day (using theatre man)
- Add any Harrowby patients to be aware of
- Inform H@N on any level 1 patients on Ward 1

What should you bring with you?

- Pens
- ID badge for access
- Smart card for IT use
- Stethoscope
- Notebook if you want to write down any important information

Daily schedule

- 8:30 Surgical handover on ward 1
- 9:00 Medical handover to Harrowby (If anything medical needs handing over, something you want the Harrowby day team to be aware of. If there is nothing medical from the night to handover, no need to attend the medical handover)
- 8:30-10.00 Finishing off any bloods that the night team haven't been able to do, fill in the VTE/co-morbidities forms, General surgical ward round with on-call surgeon
- 10.00 onwards Start prepping EDD's , sign off EDD's, review any patients that need reviewing, complete any tasks from the ward round
- (Tuesdays 12-2 Teaching)
- 5pm: May receive a handover from Harrowby Ward which may include chasing scan's, chasing bloods etc. (from 5pm-9pm you will be covering Surgical wards and Harrowby Ward)
- 5pm onwards: Continue surgical jobs, chase any harrowby jobs
- 9pm: Handover to night team in SDEC

IT Software used

- WebV (To view and order investigations, to check NEWS)
- UV ZFP (To view imaging and reports)
- NHS Portal (GP Records - check Lincolnshire Care Portal as well)
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- TheatreMan (For op notes, incoming patients' details)
- Microsoft teams - to contact people if necessary
- Outlook - Email

Where to find things on the ward

- Charts / Proformas / Documents: Door opposite to Julie's (Matron) office [Code: 20]
- Equipment for blood taking/cannulation, G&S forms, cannulation forms: Door facing the pole with 4 bins [Make sure your GDH card has access]
- Phone numbers for different departments - phone book on the back desk (can also use the app 'induction' for GDH site)

Teaching opportunities

- Theatres - good place to learn basic surgical skills (e.g. suturing, camera technique, cauterising, catheters, injecting local anaesthetic)
- Clinic - good place to learn history taking, examination, forming management plans.

Anything else that you feel relevant or helpful

- Useful apps
    - BNF
    - Induction
    - Microguide
    - Pocket Dr
    - iResus
    - MDCalc
    - TOXBASE