



1113 Leads the drill

1) Staffing Allocation

- Any absences? Consider escalating to rota coordinators
- Role-call/introductions (name and training background)
- Confirm consultants for each team
- Confirm referral consultant and number
- Confirm who are 1st and 2nd runners
- Allocate airway trainee to check and stock emergency drug trays

2) Unit Safety

- Any patients across the floor requiring urgent senior attention?
- Urgent scans/procedures
- Infection control risks
- Difficult airways and outline brief plan

3) Outside the unit

- Urgent referrals requiring immediate assessment? (don't hand over all refs now)
- Any patients in recovery?

4) Planning and Admin

- Identify planned patient moves
- Allocate coroners referrals/GP summaries/covid death notification/death certs
- Upcoming tracheostomy changes identified
- Patient whiteboards up to date including identified discharges
- Allocate trainee to wipe down office

8) Education/Meetings (from 17/5/21)

	am	pm	off unit
Monday	0805- Kit of the week	1600- M&M	1400-6A FFICM teaching
Tuesday	0805- Journal Club	1100- Trache ward round	1400- Head injury MDT
Wednesday	0805- 2 minute teach	1400- Core Topics	
Thursday	Consultant teaching (0805 if in person) (0830 if recorded)		0900- Follow-up clinic 1230- Trauma M&M
Friday	0805- Kit of the week		

9) Handover in individual teams after teaching