|  |
| --- |
| **DR Date Time** |
|  |  | NAME | EXTENSION |
| **KEY NUMBERS** | Key contact for locum |  |  |
|  | Reception |  |  |
|  | Secretary |  |  |
|  | IT |  |  |
|  | Surgery bypass no |  |
|  |
| **CODES** | Windows login |  |
|  | Clinical System login |  |
|  | Document login |  |
|  | Dictation login |  |
|  | Door codes |  |
|  |
| **EMERGENCY** | Panic alarm/system |  |
|  | Emergency Drugs |  |
|  | Defibrillator |  |
|  |
| **DUTIES** | *i.e. Consultations/Phonecalls/visits/scripts/post etc**AND WHERE TO FIND THEM* |
|  |
| **PROCEDURES** |  | *WHO DOES THEM / HOW TO BOOK* |
|  | *IMPLANT* |  |
|  | *COILS* |  |
|  | *MINOR OPS* |  |
|  | *JOINT INJECTIONS* |  |
|  | *DERMOSCOPY* |  |
|  | CRYOTHERAPY |  |
|  |
| **PRACTICE SPECFICS** | *Sample collection times* |  |
| *Organising a chaperone* |  |
| Use this box for SPECIAL THINGS YOU DO/DON’T DO. WHAT TO LOCUMS ALWAYS GET WRONG – PUT IT HERE |