|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | | | | |