



**Liverpool University Hospitals**



**THE UNOFFICIAL AINTREE FY1**

# **HANDBOOK**

WELCOME TO THE HOSPITAL

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# Welcome to Aintree

Welcome to Aintree, a fantastic hospital filled with supportive and friendly staff. This induction book, and its accompanying referral and Horus guidance have been compiled to make the transition to Aintree easier.

Within it you will find guidance on where to eat, how to access hospital guidelines, useful apps and resources, and some portfolio guidance. Foundation doctors have written this induction book to the best of our knowledge. The contents are likely to become quickly outdated as the hospital evolves. Ultimately, the greatest resource at Aintree will be your colleagues, so be sure to support each other.

This guide has been adapted from the Induction Handbook provided to the Royal FY1's. It will require ongoing updates and evolution so please do provide feedback through the following QR code or link.

[https://docs.google.com/forms/d/e/1FAIpQLScIFsE\\_r8wpMFDIsyFf3tGiU3QKyhXZh-NQT1InUJajtHhiyQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScIFsE_r8wpMFDIsyFf3tGiU3QKyhXZh-NQT1InUJajtHhiyQ/viewform?usp=pp_url)

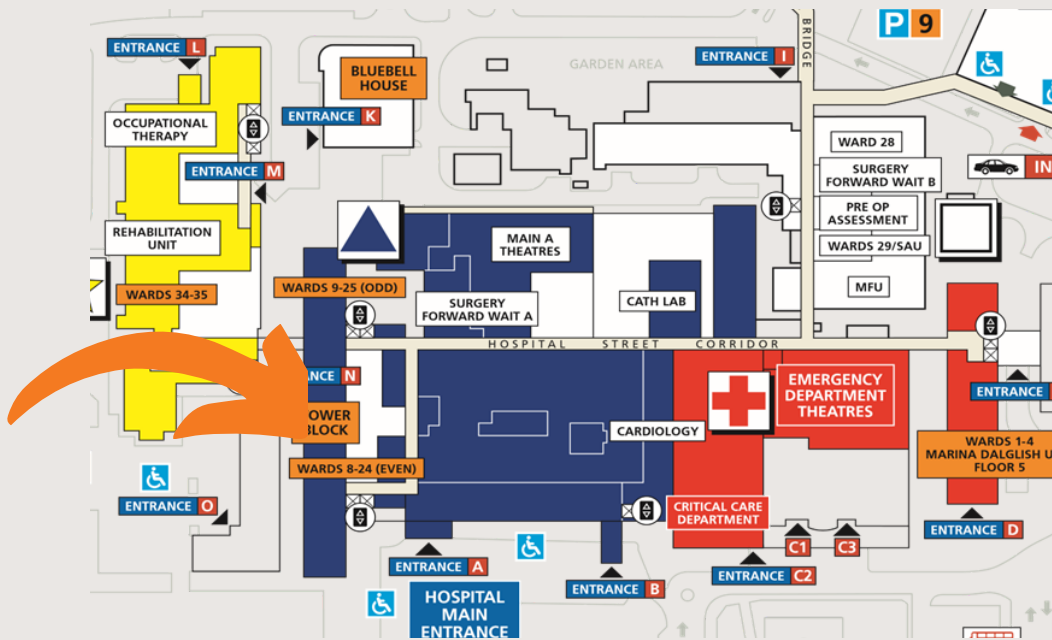




# DOCTORS' MESS

The doctors' mess is found on the first-floor corridor which extends between the odds and even tower block. It is on the right of the vending machine as you enter from the main corridor and there is a small sign above it. The code for the door is C109.

In the mess there is a kitchen stocked with snacks, a coffee machine, plenty of computers, places to store bags, and a television.



FIRST  
FLOOR





## Hospital Canteen

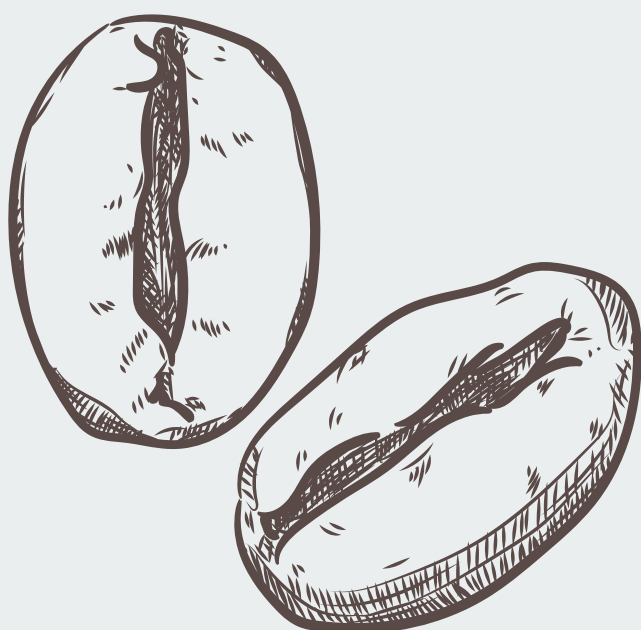
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The Canteen is situated on the ground floor near to the Aintree Lodge entrance of the hospital. This has a broad range of food including a salad bar, a noodle bar and a range of other cuisines.

## Torino's

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Torino's is an Italian cafe which sells wood-fired pizzas, coffees, and a range of hot sandwiches. It is located on the ground floor main corridor next to pharmacy and usually closes at 10pm Monday to Friday.



# Food and Shops at Aintree

## Starbucks

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Starbucks is found near the main entrance on the ground floor between the odd and even tower block. Starbucks closes at 8pm Monday to Friday.

## Costa Coffee

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There are two Costas located at Aintree. One is located next to Aintree lodge, and the other in A&E. A&E costa is open nearly 24 hours, 7 days a week. Here hot food e.g. toasties can be bought.

## Hospital retail shop

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This is found on the right-hand side as you enter the hospital through the main entrance and closes at 7:30pm.

Locations of these shops have been annotated onto the Aintree map in the appendix.

# Hospital Resources

## Antimicrobials

The hospital antibiotic formulary is found on the intranet which is accessed through Microsoft Edge.

The dose of gentamicin and teicoplanin needs to be customised to the patient. The formulary contains both a teicoplanin and gentamicin calculator.

When using these calculators, aim to have an up-to-date weight, height & renal profile for the patient.

You can save the formulary as a link on your mobile phone's home screen for quick access:



<https://secure.rlbuht.nhs.uk/sites/Antibiotic/SitePages/HomePage.aspx>

## Guidelines

Hospital guidelines are found on the document management system (DMS). The DMS is accessed through the intranet on internet explorer. You will need to sign in with your hospital email address and password.

You can access the DMS through your phone directly at:



<https://digitalliverpool.sharepoint.com/sites/LDMS/SitePages/Home.aspx>

## Referrals

Referring patients within LUHFT can be confusing. Most referrals are made through ICE. A speciality referral guideline is currently being produced by the acute medical unit.



In the meantime, some guidance on referrals can be found through the following link:

[https://www.mediafire.com/file/rswmru6p1pilxuf/referral\\_to\\_specialities\\_guide.docx/file](https://www.mediafire.com/file/rswmru6p1pilxuf/referral_to_specialities_guide.docx/file)

# Applications and Websites

## Asked to see patient



"Asked to see patient" is a handbook made by junior doctors and ratified by HEE on managing the common on-call scenario.

It can be accessed through:

[www.askedtoseepatient.co.uk](http://www.askedtoseepatient.co.uk)

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## RLEMH



A brief version of the DMS can be accessed through the RLEMH app. This contains common hospital guidelines

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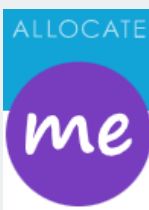
## Induction



Bleeps and extensions for the trust can be accessed through the "Induction" app. For numbers not on the app, call switchboard on 100.

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## Allocate



Allocate is an application/website which you access your rota through and request annual or study leave.

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## Toxbase



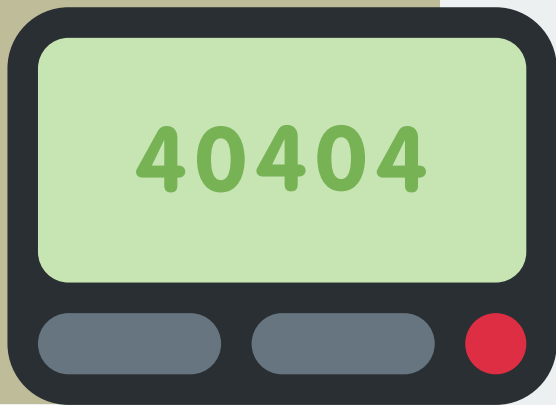
TOXBASE is an online poison database with up-to-date guidelines on the management of overdoses.

Username:

Password:



# Bleeps



Most FY1s will have their own bleep.

You usually keep this for your 4-month block, so you are always contactable on the same number.

When you get bleeped, the bleep will display a 4-digit number - this is the extension to call back from a hospital telephone.

## MET calls

Bleeps also play an emergency tone to alert the "medical emergency team" (MET team) of a acutely unwell patient.

The bleep will state "MET team to ward ..."

If the emergency call is for a ward or speciality that you are covering, you must attend the MET call (this is regardless of if you are medical or surgical, if it's your ward, go to the call).

## SAU

If you are on the surgical assessment unit (SAU), you will pick up the 'baton bleep' for that day.

You will hold this bleep during your day and on call shifts covering SAU.

The SAU bleep is used to take GP referrals for patients who will require surgical clerking when they arrive.

On SAU, you should receive guidance from the surgical SHO/registrar on that day regarding which patients you can accept.

## How to Bleep

### Dial 75

01

Dial 75 on the internal phone, wait for the automated voice to tell you to dial.

### Dial contact information

02

Dial the person's bleep, followed by the extension of the phone you want them to call you back on.

### Wait

03

Wait by that phone for them to call you back.

# On Call Shifts

Out of hours work in medicine and surgery is called being "on-call". Your rota will tell you when you are on call.

You will begin your on call shift by attending handover.

You should always handover outstanding investigations that may come back during the out of hour shifts, for the on call doctor to chase.

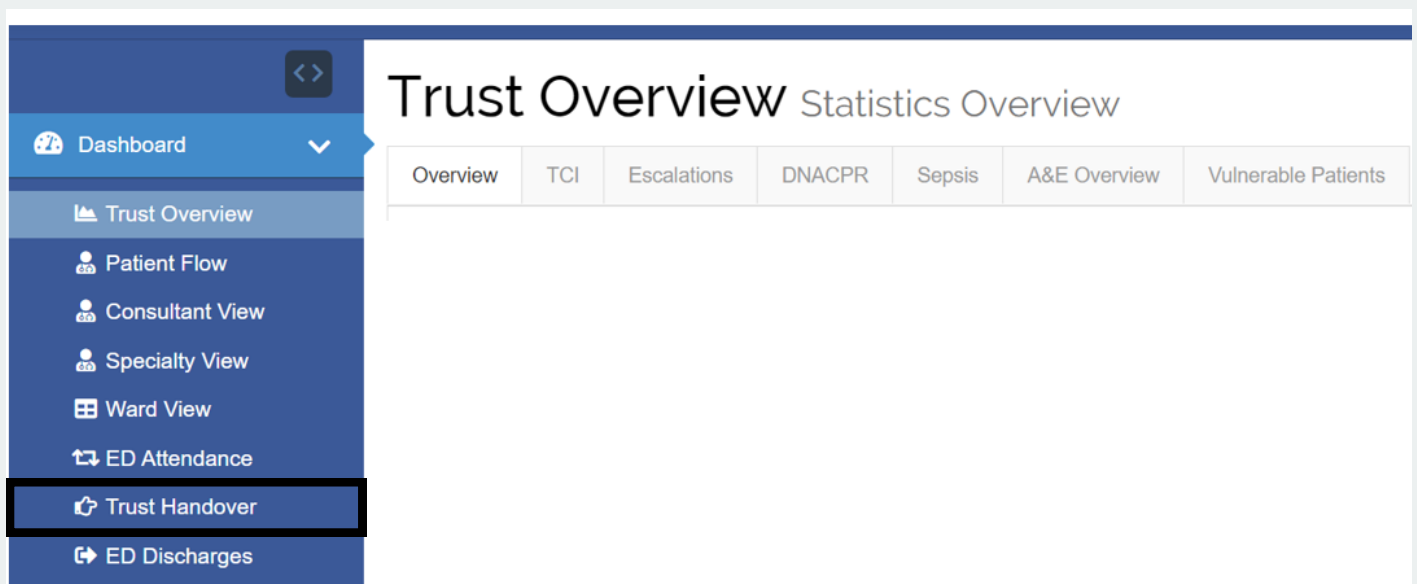
Nurse Clinicians will be present at handover to help guide you, and they will then help filter and triage bleeps. They are also part of the MET team.

They are highly trained, skilled and experienced and can be relied on to help navigate on-calls or direct you to the appropriate person to help you.

2-3 hours into your night shift you will need to perform a "sweep" of your wards, going to each ward in person to ask if they have any jobs for you.

## E-Handover

As well as face to face job handovers, non-urgent jobs may be handed over electronically through e-handover. You should regularly check e-handover to keep on top of your jobs. E-handover can be found on Dashboard.



The screenshot shows a web application interface. On the left is a dark blue navigation sidebar with a dropdown menu. The 'Trust Handover' option, represented by a hand icon, is highlighted with a white border. The main content area is titled 'Trust Overview' and 'Statistics Overview'. Below the title is a horizontal menu with tabs for 'Overview', 'TCI', 'Escalations', 'DNACPR', 'Sepsis', 'A&E Overview', and 'Vulnerable Patients'. The 'Overview' tab is currently selected.

# Handover

## Medicine

Medicine handover occurs in the board room, just on the right of the canteen. There is no handover in the morning. In the afternoon there is handover at 5:00-5:30pm. Important jobs, and unwell patients should be handed over in person.

Night-time handover starts at 9:00-9:30pm. Unlike the afternoon handover, everyone must attend the evening handover, even if you have nothing to handover, prior to going home.

## Surgery

Morning handover is in the boardroom at 08:00, night FIs don't need to attend but if you are on SAU (LD1) for that day then you should be there at the beginning of your shift.

Surgical afternoon handover occurs at theatre seminar room B at 4:15pm; this is found next to the Main Theatres B through the double doors. You will need your ID card to get through the double doors. Evening handover occurs at 8:30pm

## Weekends & Bank Holidays

On weekends and bank holidays there is a morning handover. For surgery this is from 8:00- 8:30am, for medicine this is from 9:00am-9:30am. These shifts are 12 hours. The evening handover for surgery is from 8:30-9:00pm, and medicine is from 9:00pm-9:30pm.

On Sundays the Mess provides pizza, which is usually in the mess from around 2pm.



# On-call Ward Cover

## Medicine

Shift	Wards
LD1	17B/19, 30, 31, 32, 33, 34, 25
LD2	10, 11, 14, 15, 20, 21
LD3	VIC, 8, ACCU, 22, 23, 24,
FY1 N	All wards and MET
<b>Weekend and Bank Holidays</b>	
LD1	PTWR DME 30, 31, 32, 33, 34
LD2	PTWR Diabetes 17, 20, 21, 24, 25
LD3	PTWR Thoracic VIC, 8, ACCU, 22, 23
LD4	PTWR Renal 10, 11, 14, 15

## Surgery

Shift	Wards
LD1	15, SAU
LD2	1, NOFU, 2, 4
LD3	16, 28, Sefton
LD4	3, 31
LD5	Nights 1, NOFU, 2, 3, 4
LD6	Nights 15, 16, 28, SAU, Sefton

# IT & Computers

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## Dashboard

Dashboard is an interface which contains all applications except JAC. Applications can also be accessed separately. Discharge letters and VTE's are also completed on dashboard

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## ICE

ICE is used to request bloods, imaging and speciality referrals.

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## JAC

JAC is used to prescribe drugs in hospital.

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## PENS

PENS contains electronic patient notes and searchable pro-formas.



To create a form, check the box 'search all forms', then start typing the form you need.

Examples of useful and important pre-made forms include:

- Mental capacity & best interests
- Catheterisation (if you search 'Houdini', this comes up)
- NG tube insertion & checking
- Death verification

# Investigations

## Bloods

Bloods can be requested through ICE as mentioned above.

Some wards use pods which transport specimens to the laboratory. Make sure everything is labelled properly before putting it in the pod.

To use the pod: open the door, type in the code for the lab (this should be on the door of the pod) and close the door.

Stay at the tube until your pod goes - don't leave it and then wonder what's happened to the sample you've just left.

The laboratory is found on the main corridor just outside A&E. Due to the proximity, on A&E and AMU it is often easier to take bloods directly to the lab.

## Imaging

If you request imaging, it is helpful to call the department to discuss the image request and the organisation of porters.

If you are requesting a CT scan, these need to be discussed with the radiologist on call. They are likely to ask you the clinical history, the question that imaging will answer, and the urgency of the request. All bleeps and numbers can be found on the Induction app.

## ECG

Nurses on the ward will often be confident and happy to perform ECGs. If the ward team are unable to perform the ECG, an ECG technician can be bleeped, and the nurses can direct you to a paper form which will require filling out. Previous ECGs are available to view on EDMS which can be accessed through dashboard.



# Ordering bloods for the following days

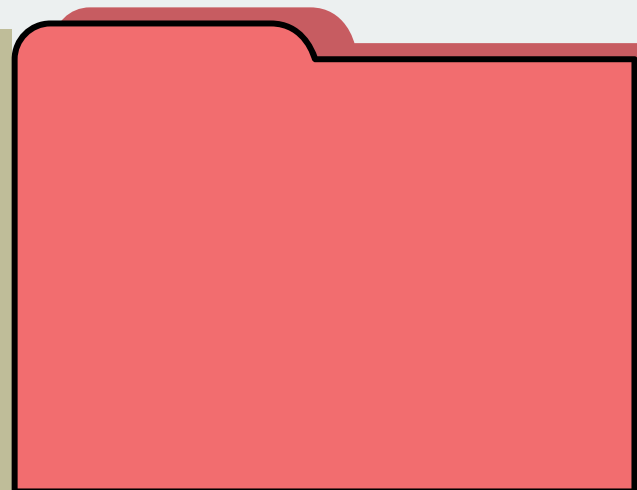


## 01 Print blood labels

The bloods that you require for your patients can be requested through ICE.

## 02 Place in the phlebotomy folder

Each ward contains a box or a folder labelled with each day of the week. Place the printed labels in the folder/ box for the respective day. The nurses can direct you to where these are kept.



## 03 Out of hours bloods

Bloods that are likely to come back out of hours should be documented on e-handover.



# Pharmacy Top Tips

Pharmacy can be found on the ground floor. In the main corridor in between radiology and Torino's. Pharmacy closes at 6pm Monday, 5pm Tuesday-Friday, 3:30pm Saturday, and 3pm Sunday.

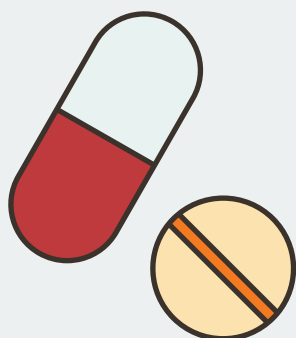
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## TTO's

Get TTOs done early so there is time for issues to be identified & rectified. This is especially important at weekends when pharmacy closes early.

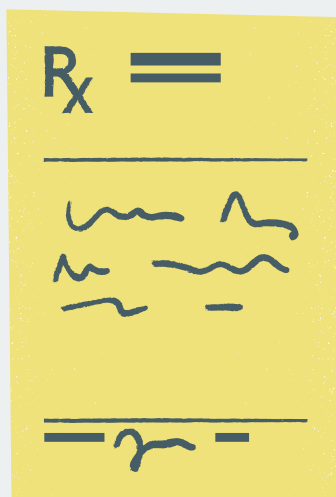
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## Controlled drugs

When prescribing controlled drugs for TTO's, you must print the TTO out and write the total quantity/dosage units of the preparation in both words and figures (for liquids, total volume in ml).

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## Paper prescribing

Not all medications can be prescribed through JAC e.g. Blood products, IV fluids and warfarin must be prescribed on paper forms. If unsure, contact your ward pharmacist or the on-call pharmacist through switchboard.

# Bereavement Office

The bereavement office is in Bluebell House. Bluebell house is found past the multi-storey car park visitors and continuing past the elective care centre on the right. Bluebell House is in the next building on the left adjacent to the small parking area.

## Death Certification

If you were involved in the care of a patient who subsequently passes away, the bereavement office may call you to fill out the death certificate

Often it is clear as to the cause of death. if you aren't certain you can discuss this with your consultant and/or seniors.

Medical examiners at the office can also offer advice. There are also very friendly and approachable admin staff who will talk you through the death certificate.

## Cremation Forms

You may be asked to complete cremation forms. . If you do this, you may need to examine the patient and review their notes for any presence of items such as implanted cardiac pacemakers/defibrillators.

## Coroner Referral

If you need to make a coroner referral, the bereavement office team will be able to direct you. The reason for referral will be discussed by the ward team.





# Changeover

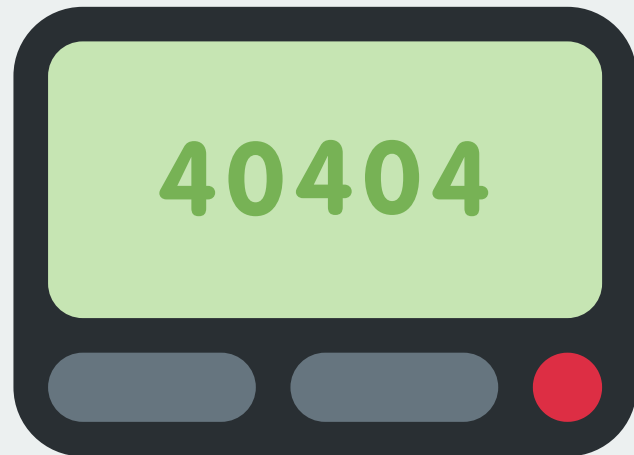


## Rota

The trust will aim to provide you with a rota 6 weeks prior to commencing your new rotation. Issues with this may need to be taken up with the respective rota coordinator.

## Bleeps

Each ward at Aintree will have their own FY1 bleeps. Prior to changeover you should arrange to pick up your new bleep from your predecessor



## Tips

Each speciality will have unique tasks specific to their ward. It will ease transition if you are able to speak to your predecessors for any top tips.

# Foundation Teaching

## Wednesday teaching

The foundation school provide teaching on the first and third Wednesday of each month. Attendance at teaching is mandatory unless you are on annual leave, nights, or if you have a rest day on your rota. If you are unable to attend teaching due to clinical pressure you should exception report this.

If you are supposed to be on-call on a teaching day, you will be expected to attend the teaching during the day then go to the on-call from 4.30pm (surgery) or 5pm (medicine).

## Self Development Time

You have 10 days in total of self-development time (SDT). Some days will be included in your rota, the remaining can be booked by you. In 2022 this mounted to 5.5 days of bookable SDT time, but this may change year on year.

Study days must be applied for by filling out a study leave form, which is provided by the postgraduate education team. This must be signed off by your clinical supervisor and agreed with your rota coordinator.

# Annual Leave

For most FY1 jobs, the rota will be available on allocate. Annual leave and study leave should be requested on allocate. It is often helpful to also email the rota co-ordinators to chase the annual leave request. You will be allocated 9-10 days per 4 month rotation. You must try to use all your annual leave as you are not routinely allowed to carry any days over.

## Rota Coordinators

Department	Name	Email address
Surgery rota co-ordinator	Adam Burston	Adam.Burston@liverpoolftft.nhs.uk
Surgery rota co-ordinator	Jamie Egan	Jamie.Egan2@liverpoolft.nhs.uk
Medical rota co-ordinator	Charlie Farrington-Black	Charlie.Farrington-Black@liverpoolft.nhs.uk
Diabetes and endocrinology rota co-ordinator	Hayley Davenport	Hayley.Davenport@liverpoolft.nhs.uk
General Medical and A&E	medical.roster@liverpoolft.nhs.uk	

# Portfolio

## Supervisor Meetings

Prior to the beginning of the rotation you should contact your clinical and educational supervisor(s) to organise an initial meeting. At this initial meeting your supervisor will have a look at your personal development plan, which is a form on Horus you must complete prior to the meeting.

At the end of the placement you will need to have an end of placement meeting, again one with each supervisor. This meeting is to evaluate your progress, to assess if you have met your PDP. Between these two mandatory meetings you can contact your supervisor if you have any concerns.

## Portfolio Requirements

Your portfolio is accessed through Horus. You may need to contact the admin team to set this up. A range of forms must be completed throughout the year, and mapped to the higher learning outcomes set out by HEE.

A portfolio guide has been created by HENW and can be accessed through this link:

[https://www.mediafire.com/file/z3jweqjv2qo78nf/NW\\_Foundation\\_Doctors%2527\\_Portfolio\\_Guide.pdf/file](https://www.mediafire.com/file/z3jweqjv2qo78nf/NW_Foundation_Doctors%2527_Portfolio_Guide.pdf/file)

Be aware that requirements may change from year to year.



Furthermore, a powerpoint presentation on navigating Horus has been created and can be distributed by the admin team.

# Exception Reporting

If you finish work late, have to come in early to complete work, or miss FY1 teaching due to clinical demands, then you should fill out an exception report. You can exception report through allocate directly, or the following link:

[:https://www.healthmedics.allocatehealthsuite.com/Core/?ReturnUrl=/exceptionreporting/](https://www.healthmedics.allocatehealthsuite.com/Core/?ReturnUrl=/exceptionreporting/)

Once this has been reviewed, you should expect to either get paid for the extra time you have worked or to be given extra time off in lieu.

## Locum Shifts

If you wish to register for the internal locum bank to do extra locum shifts, contact medical temporary staffing through [medical.tempstaffing@liverpoolft.nhs.uk](mailto:medical.tempstaffing@liverpoolft.nhs.uk), and they will supply the relevant paperwork.

Locum shifts can they be booked through allocate. At the end of the shift you should log in to allocate, click on the locum sheet and confirm your leaving time. If leave late following a locum you should be paid for those extra hours.

## Payroll

If you need to get in touch with payroll, their email address is: [payrolluh@sthk.nhs.uk](mailto:payrolluh@sthk.nhs.uk) or [liverpoolftpayroll@sthk.nhs.uk](mailto:liverpoolftpayroll@sthk.nhs.uk)  
Number: 01512904940

HMRC can also be helpful with tax code queries.



# Supporting You

Working as a doctor is tough. Everyone will have bad days. Remember, **you are not alone.**

Both your clinical and educational supervisors are here to support you. If for any reason you don't feel like you can speak to your clinical or educational supervisor, we have an incredibly supportive foundation programme director team who are happy to be contacted about anything. They really do care.

If you would like to speak to somebody outside of the trust, the BMA offers a free-to-all counselling and well-being service to discuss both work and personal related issues.

<https://www.bma.org.uk/advice-and-support/your-wellbeing/wellbeing-support-services/counselling-and-peer-support-services>

## Freedom To Speak Up Champions

If you see something in your clinical area that makes you feel uncomfortable, you can raise this with a senior or consultant. If you would like some support, there are freedom to speak up champions at both Aintree and the Royal. These individuals will support you in raising concerns and will signpost you to the appropriate people so you are heard and protected.

For more information, please follow the link below

<https://www.liverpoolft.nhs.uk/covid-19-hub/freedom-to-speak-up/>

Lorraine Heaton  
Lorraine.heaton@liverpoolft.nhs.uk  
07794071021

Dawn Bullen  
Dawn.bullen2@liverpoolft.nhs.uk  
0151 706-2307 / 3816



# Top Tips

- You can call a hospital extension from your mobile phone by calling '0151 529' followed by the 4-digit number you are trying to contact.
- Always prioritise sick patients first
- Escalate to your SHO when you are unsure
- If you aren't comfortable with making a decision, do not feel pressured to make it - ask for help
- Let nursing staff know the urgency of tasks
- Be kind and supportive of each other
- If you are calling someone, it can be worth spending a minute writing a quick sentence or paragraph re: what you're going to say, including questions you're asking and relevant history, examination & investigations
- Form positive working relationships with all ward staff
- Listen to concerns of nursing staff and pharmacists
- The MDCalc app is very useful for a lot of validated clinical severity scores etc. which you may wish to make use of to support your practice.

# Appendix



SCW

# Contact List

Hospital	Address
Aintree Switchboard	100
Microbiology advice	4900
Liverpool Womens'	0151 708 9988
Clatterbridge Cancer Centre	0151 556 5000
Walton Centre for Neuro	0151 525 3611
Aintree Hospital	0151 525 5980
Royal Liverpool University Hospital	0151 706 2000
Liverpool Heart & Chest (LHCH)	0151 600 1616
Alder Hey Children's Hospital	0151 228 4811
Whiston Hospital	0151 426 1600
Arrowe Park Hospital	0151 678 5111
Countess of Chester Hospital	01244 365 000
Warrington Hospital	01925 635 911
Southport Hospital	01704 547 471
Ormskirk Hospital	01695 577 111
Merseycare (community & mental health)	0151 473 0303

# Useful Bleeps

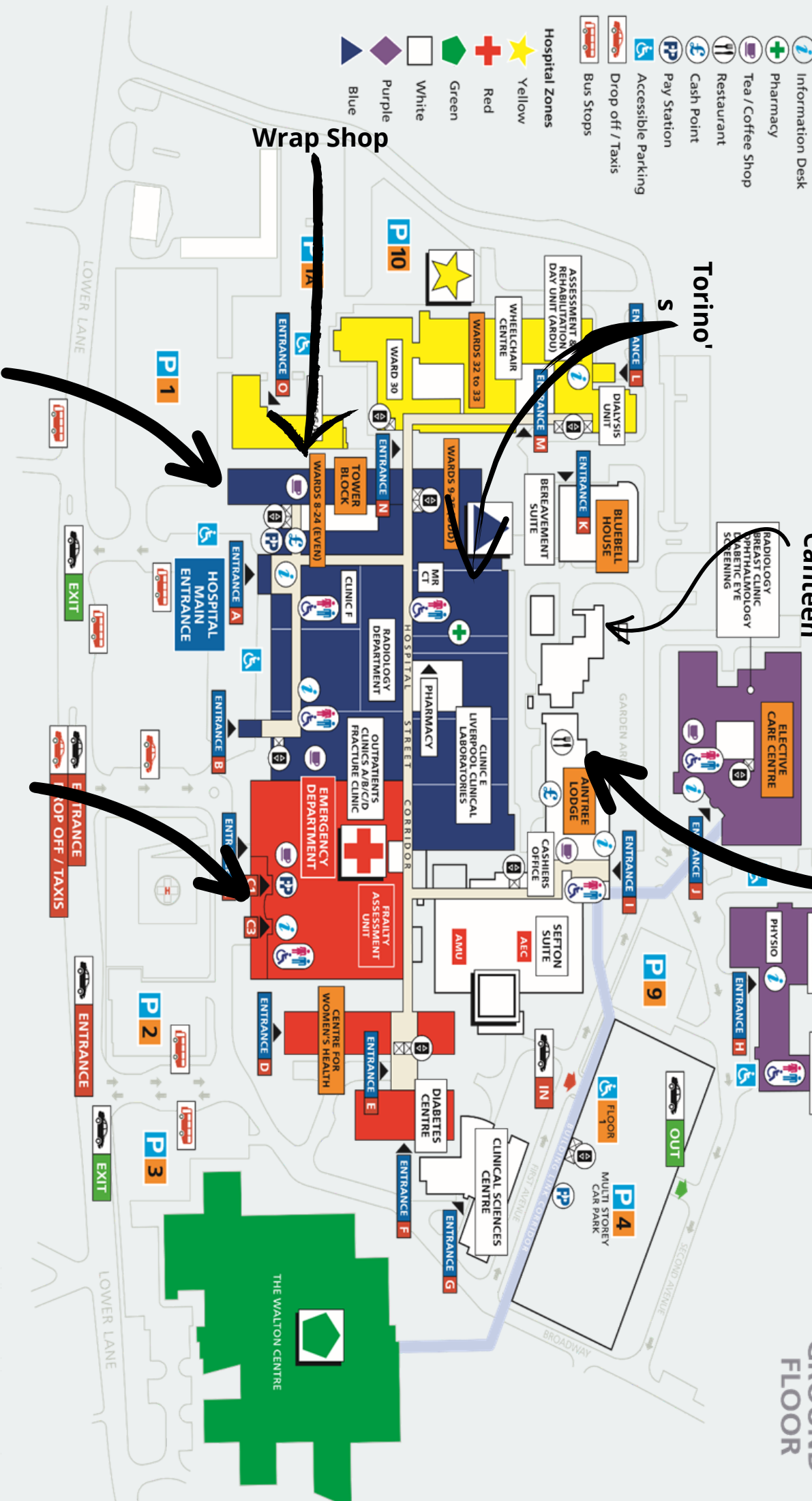
Speciality	Bleep
<b>Medicine</b>	
Med Reg A&E	5085
Med Reg Wards	5376
Med SHO Wards	5090
<b>Surgery</b>	
Surgical Reg	2004
2nd Surgical Reg	5575
Surgical SHO	2003
Ortho SHO	5001
Ortho Reg	5488
<b>Allied Health professionals</b>	
Medicine Nurse clinician	2075
Surgical Nurse clinician	2076
Stroke Nurse	5024



- Lift
- Male Toilet
- Female Toilet
- Accessible Toilet
- Information Desk
- Pharmacy
- Tea / Coffee Shop
- Restaurant
- Cash Point
- Pay Station
- Accessible Parking
- Drop off / Taxis
- Bus Stops

- Hospital Zones
- Red
- Green
- White
- Purple
- Blue

- Beware
- CCTV in operation on these premises
- Smoking is not permitted anywhere in the grounds of this hospital



Torino'

Canteen

Costa Coffee

Wrap Shop

Hospital shop

Costa Coffee

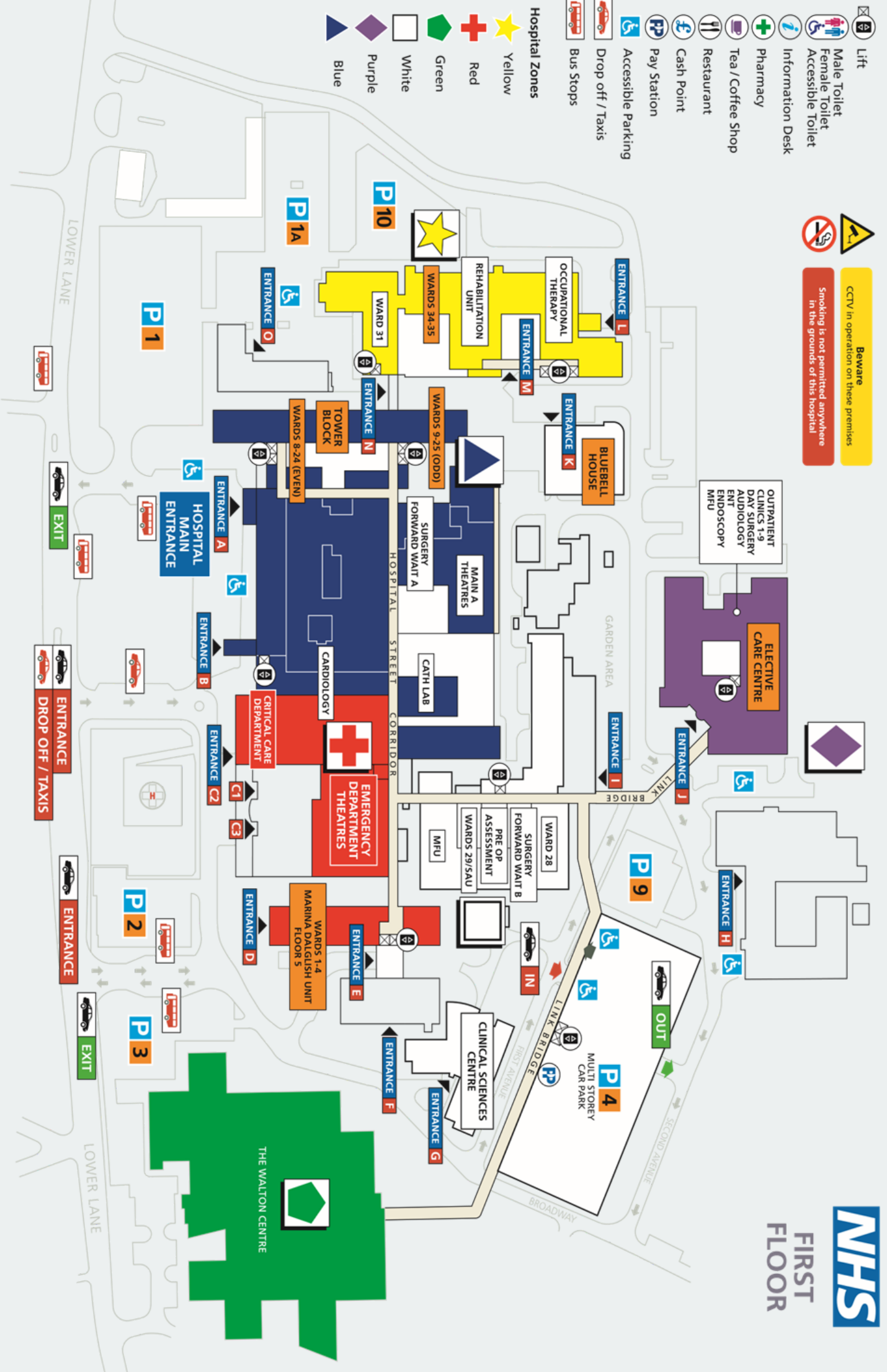




- Lift
- Male Toilet
- Female Toilet
- Accessible Toilet
- Information Desk
- Pharmacy
- Tea / Coffee Shop
- Restaurant
- Cash Point
- Pay Station
- Accessible Parking
- Drop off / Taxis
- Bus Stops

**Beware**  
CCTV in operation on these premises  
Smoking is not permitted anywhere in the grounds of this hospital

- Hospital Zones**
- Yellow
- Red
- Green
- White
- Purple
- Blue



# Form Repository





# Out Patient Flexible Sigmoidoscopy Request Form

Patient Details

Referring Consultant \_\_\_\_\_

Contact phone Number

### Booking Instructions

Urgent  Routine  TCI  Reason \_\_\_\_\_

### Indications

Iron Deficiency Anaemia	<input type="checkbox"/>	Rectal Bleeding	<input type="checkbox"/>
Chronic Diarrhoea	<input type="checkbox"/>	Family Hx of Colon Cancer	<input type="checkbox"/>
L.I.F. pain	<input type="checkbox"/>	Tenesmus	<input type="checkbox"/>
Change in bowel habit (CIBH)/Constipation	<input type="checkbox"/>	Assessment of Crohn's/Colitis	<input type="checkbox"/>
Abnormal Barium Enema	<input type="checkbox"/>	Follow-up Polyps	<input type="checkbox"/>
Other Indication <input type="checkbox"/> Details _____			

Any Further Information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Past History

Pre-procedure antibiotics indicated	Yes / No		
Diabetic on insulin	Yes / No	High Infection Risk	Yes / No
*Ferrous Sulphate	Yes / No	MRSA	Yes / No
Warfarin	Yes / No	Epilepsy	Yes / No

**\* Please stop iron therapy 5 days prior to procedure**

Barium Enema requested Yes / No \_\_\_\_\_

Previous Bowel Surgery Yes / No \_\_\_\_\_

Allergies \_\_\_\_\_

I have explained the procedure to the patient

Signed \_\_\_\_\_

Contact Details \_\_\_\_\_

Date \_\_\_\_\_

A

**Out Patient  
HPB Endoscopy Referral Form**

Name  
Unit Number  
DOB  
Address

Consultant \_\_\_\_\_  
Date of request \_\_\_\_\_  
Dr requesting \_\_\_\_\_  
Bleep No. \_\_\_\_\_  
TCI required Pre \_\_\_\_\_ Post \_\_\_\_\_

**Procedure**

- ERCP   
EUS   Biliary  Pancreatic  UGI staging/surveillance  FNA  Endo rectal  
 Date of cholecystectomy \_\_\_\_\_

**Indication and Relevant Information**

Imaging performed  CT  USS  MR  EUS

**Medication**

- Anti-platelet  No  
 Yes (no coronary stent - stop 7 days before the procedure consider aspirin cover)  
 Yes (coronary stent contact co-ordinator)  
Anti-coagulation (see guideline)  No  
 Yes (low risk group - advise stop 5 days before procedure)  
 Yes (high risk group - endo unit will manage with LMWH)  
ICD/PPM  No  
 Yes (pacemaker check to be organised pre procedure)  
Diabetic  No  
 Yes  
Abdominal Surgery  No  
 Yes (specify)  
Cardiorespiratory Disease  No  
 Yes (specify)  
Patient able to consent  No  
 Yes

INR \_\_\_\_\_ Alb \_\_\_\_\_  
Bil \_\_\_\_\_ Pit \_\_\_\_\_  
ALP \_\_\_\_\_ Hb \_\_\_\_\_  
ALT \_\_\_\_\_ U&Es \_\_\_\_\_

**Relevant Radiology Information**

If all sections of this request are not complete it will be returned to the referring consultant, all referrals must be brought to the Liver Specialist Nurses office in the ECC 3rd Floor or faxed to 2490.



**Out Patient  
 Therapeutic Booking Form**

*Where quality matters*

Patient ID: \_\_\_\_\_

Consultant \_\_\_\_\_

Date of request \_\_\_\_\_

Dr requesting \_\_\_\_\_

Bleep No. \_\_\_\_\_

Signature \_\_\_\_\_

**Procedure**

- EUS
- ERCP
- Enteroscopy
- Achalasia Dilatation
- Varices Banding
- Stenting
- Duodenoscopy (side viewer)
- Haemorrhoid Banding

- FNA
- Dilatation
- EMR
- Polypectomy
- NG / NJ Tube
- PEG
- Pexact
- Dye Spray

Please state if TCI is required? Yes / No

Reason for Procedure:

Previous / Current treatment:

Relevant Medical Conditions:

Please state if the patient is on Warfarin/Iron/Diabetic or needs Antibiotics!

Previous GI disease:

Previous Endoscopy:

Previous Surgery:

**Vetting Signature:**

**Please highlight procedure required for booking purposes: Gastro/Sigmoid/Colon**

Please forward this request to Endoscopy Unit, Ward 13

Listing Doctor/CNS Name:

# UROLOGY LISTING FEEDER FORM

*Please fill in all sections (circle as appropriate) - incomplete forms will be rejected.*

CONSULTANT:

Signature:

Bleep No:

PATIENT LABEL / DETAILS	PRIORITY	OPERATION DETAILS	REQUIREMENTS
Number Name DOB Address Tel No:	*P2* - within 1 month *P3* - within 3 months *P4* - more than 3 months	Clinic/Listing Date: Type: Clinic / Day Case / In-Patient	Time: ..... minutes Table: X-ray / Bariatric Pt Weight: ..... kg Height: YES / NO Interpreter: YES / NO Language: .....
<b>MEDICAL HISTORY</b> Diabetes	Suspect Cancer / High Grade TCC Catheter / Nephrostomy / Stent	Patient Consent: Signed / Tel / C4	<b>IMPORTANT NOTES</b> Specific requirements prior or at the time of procedure:
<b>PRE-OP</b> Walk in / Nurse / Anaesthetist Reason for Anaesthetic Review:	<b>Anticoag</b> Time to stop (days) Aspirin Clopidogrel Apixaban Edoxaban Warfarin		