

# WORK SHADOWING

## REGIONAL CHECKLIST

| ELECTRONIC SYSTEMS   |   |                |
|--|---|----------------|
| TASK   | KNOW HOW TO                             | DATE COMPLETED |
| ECR<br>(Electronic Care Record)  | Access clinical information             |                |
|  | Refer and review specialty advice       |                |
| NIPACS<br>(NI Picture Archiving & Communication System)                            | Make radiology requests                 |                |
|  | View imaging and reports                |                |
| ENCOMPASS<br>(Trust Specific)  | Get login details/ access               |                |
|  | Arrange training                        |                |
| EOLAS app<br>(download on phone)   | Microguide- access local ABX guidelines |                |
|  | NICE Guidance                           |                |
|  | BNF                                     |                |
|  | Patient Information Leaflets            |                |
|  | MDCalc                                  |                |
|  | N2NI space (please join)                |                |
| Up-To-Date   | Gain access to Trust specific website   |                |
| Resus Council Guidelines<br><a href="http://www.resus.org.uk">www.resus.org.uk</a> | Access UK Resuscitation guidelines      |                |
| Discharge Summary  | Complete a discharge letter             |                |
| VOCERA   | Access and use Vocera system            |                |
| Bleep system   | Bleep (page) someone and receive bleeps |                |
| IT help  | Contact IT department                   |                |
| Printing   | Access printing on the wards            |                |

| INVESTIGATIONS |   |                |
|----------------|---|----------------|
| TASK           | KNOW HOW TO   | DATE COMPLETED |
| BLOODS         | Find blood bottles/ needles/ sharps bins & forms                    |                |
|                | Request bloods  |                |
|                | Access blood/ microbiology results                                  |                |
|                | Right Patient Right Blood training<br>(Group and Cross match tests) |                |
|                | Seek senior advice re: blood results                                |                |
|                | Locate POC (Point of Care) machines and gain access for use         |                |
| RADIOLOGY      | X-ray request   |                |
|                | USS request   |                |
|                | CT request  |                |
|                | MRI request and consent form  |                |
|                | ECHO request  |                |
|                | Out of hours and Urgent requests                                    |                |
|                | Access imaging and reports  |                |
| ECG            | Complete an ECG   |                |
|                | Order an ECG  |                |
|                | Interpret common ECG findings                                       |                |

| PRESCRIBING     |   |                |
|-----------------|---|----------------|
| TASK            | KNOW HOW TO                             | DATE COMPLETED |
| FLUIDS          | Complete fluid balance chart            |                |
| MEDICATIONS     | Access pharmacist                       |                |
|                 | Rewrite a drug Kardex                   |                |
|                 | Complete a Medication Reconciliation    |                |
| VTE prophylaxis | Complete VTE section on Kardex          |                |
| INSULIN         | Prescribe S/C insulin                   |                |
|                 | Complete insulin infusion chart         |                |
|                 | Manage hyper/ hypoglycaemia             |                |
|                 | Mx of diabetic patient for surgery/ NBM |                |
| WARFARIN/ DOACs | Access Trust guidance                   |                |
| ANTIMICROBIAL   | Prescribe Vancomycin                    |                |
|                 | Prescribe Gentamicin                    |                |
|                 | Prescribe Teicoplanin                   |                |
| BNF             | Access BNF app or via EOLAS app         |                |
| Microguide      | Access via EOLAS app                    |                |
| MDCalc          | Access via EOLAS app                    |                |

| WARD WORK                                 |  |                |
|---|--|----------------|
| TASK                                      | KNOW HOW TO  | DATE COMPLETED |
| WARD ROUND                                | Lead a ward round  |                |
|   | Make a jobs list and prioritise  |                |
|   | Communicate ward round decisions and tasks to MDT staff                          |                |
| WARD JOBS                                 | Make a speciality referral   |                |
|   |  |                |
|   | Refer to Palliative care team  |                |
|   | Complete a DNACPR form   |                |
|   | Complete a Death Certificate   |                |
|   | Complete Mental Capacity Assessment/ DOLs  |                |
|   | SBAR handover to a colleague   |                |
|   | Add patients to the review list for out of hours                                 |                |
|   | Call for cardiac arrest/ stroke/ ICU team  |                |
|   | Escalate an unwell patient:<br>Mon- Friday (8-5pm) & out of hours                |                |
| COMMUNICATION WITH PRIMARY CARE           | Complete a discharge summary (with relevant information re: admission)           |                |
|   | Organise outpatient investigations/ follow up (and document on discharge letter) |                |
|   | Clarify ownership of follow up investigations and results on discharge letter    |                |
| FINAL CHECKS BEFORE LEAVING WARD EACH DAY | Handover patients/ tasks to the on call team                                     |                |
|   | Review outstanding results   |                |
|   | Warfarin/ Insulin/ Fluids checks   |                |
|   | Blood requests for following day   |                |

| ON CALL DUTIES  |  |                |
|---|--|----------------|
| TASK  | KNOW HOW TO  | DATE COMPLETED |
| MEDICAL HANDOVER  | Attend a morning, evening & night handover   |                |
|   | Find out who is on the team and what areas you will cover                              |                |
|   | Access help (phone numbers/ bleep etc)   |                |
|   | Access the handover sheet for reviews  |                |
|   | Find the Emergency Department, radiology, wards, canteen, handover room and rest areas |                |
| CLERKING  | Observe a medical reg clerking a patient and accessing information                     |                |
|   | Observe completion of a drug kardex on admission                                       |                |
|   | Clerk a patient and present to a senior Dr (including drug kardex)                     |                |
| ASSESSING AN UNWELL PATIENT<br><br>Observe the management of patients if possible, or familiarise yourself with key guidance on scenarios | Attend a stroke lysis call and familiarise yourself with role                          |                |
|   | Assess a patient with a high NEWS score  |                |
|   | Observe a discussion re: ceiling of care/ DNACPR                                       |                |
|   | Observe a senior Dr breaking bad news  |                |
|   | Observe assessment and management of a patient with a fever >38c                       |                |
|   | Assess fluid status and prescribe IV fluids appropriately                              |                |
|   | Don and doff PPE/ access FIT testing   |                |

| ACUTE MEDICAL EMERGENCIES  |                             |                |
|--|-----------------------------|----------------|
| TASK   | KNOW HOW TO                 | DATE COMPLETED |
| If possible observe assessment and management of patients with the following <b>acute presentations</b><br><br>Review up to date <b>guidelines</b> of management of these patients | Acute Kidney Injury         |                |
|  | Cardiac Arrest              |                |
|  | Acute MI                    |                |
|  | Stroke call                 |                |
|  | Respiratory failure and NIV |                |
|  | Atrial Fibrillation         |                |
|  | Pulmonary Oedema            |                |
|  | Anaphylaxis                 |                |
|  | Pulmonary Emboli            |                |
|  | Sepsis                      |                |
|  | Acute Asthma                |                |
|  | Seizure/ Epilepsy           |                |
|  | Diabetic Ketoacidosis       |                |

| CORE PROCEDURAL SKILLS  |                         |                |
|---|-------------------------|----------------|
| TASK  | KNOW HOW TO             | DATE COMPLETED |
| Please familiarise yourself and practice these <b>core</b> procedural skills. | Venepuncture            |                |
|   | Cannulation             |                |
|   | Blood cultures          |                |
|   | Arterial Blood Gas      |                |
| If you require training in any of these skills please inform your supervisor  | IV fluids               |                |
|   | Urinary catheterisation |                |
|   | NG tube                 |                |

This checklist is to be used as a **guide** throughout your Work Shadowing.

It is not exhaustive or mandatory.

Please spend the first few days of shadowing simply **observing** your colleagues before sitting down to look at the list. You will have already completed a lot of the tasks in doing so.

If you have any concerns throughout your work shadowing please contact NIMDTA on [n2ni.nimdtta@hscni.net](mailto:n2ni.nimdtta@hscni.net)

If you have any specific clinical concerns please speak with your Clinical Supervisor in the Trust.