

CONSULTANT ADMIN SESSION

DAY	TOPIC	TASKS
All	Deaths	-liaison with GP, PF, family, police -death certificate issuing
	Child protection	-CHI to secretaries from whiteboard -HV/GP phone calls -review list of DNWs and do EDLs +/- contact family/GP/HV/SW etc
	Missed X-rays	-liaise with secretaries re list to be actioned
	Results sign off	
	CS review	-sign off all letters
	Rota	-liaise with secretaries re gaps
Tue	Clinic list review	-Review Thursday RAH STC patients -phone any who may benefit from advice only -rearrange to later clinics if appropriate
Wed	Clinic list review	-Review Thursday IRH STC patients -phone any who may benefit from advice only -rearrange to later clinics if appropriate
	Check ventilators	-check and log ventilators RAH resus
	Take minutes	-consultant meeting every week -Clinical Governance meeting every month
Thur	Clinic list review	-Review Friday VOL STC patients -phone any who may benefit from advice only -rearrange to later clinics if appropriate
Fri	Clinic list review	-Review Monday IRH STC patients -phone any who may benefit from advice only -rearrange to later clinics if appropriate