

Last updated: 12/ 01/22 by Dr Isabelle Hau

Reviewed: / / by [Education committee member]

ROVER (Rolling handOVER)

UNIT, POSITION AND LOCATION

UNIT STAFF MEMBERS – KEY CONTACTS

Dr Neil Goldie - Service Director of Emergency Medicine

Dr Rachel Rosler - Monash Medical Centre Emergency Department Director

Dr Julia Dillon - ACEM DEMENT

Dr Andre Van Zyl - ACEM DEMENT

Dr Tara Johansson - Registrar Roster Writer

Karen Riccioni - Administration Assistant - T: 03 9594 2875

Rebecca Haas - Administration Assistant - T: 03 9594 2707

USEFUL CONTACTS

The administration assistants are the main people to contact for rostering issues/swaps/overtime.

When calling in sick, let the doctor in charge of the department and the administration assistants know.

WHERE TO GO ON THE FIRST DAY

The adult department South Staff Base (opposite cubicle A13) is where we have a start-of-shift team huddle at 8am, 2.30pm and 11pm.

WHERE TO COLLECT PHONE

After huddle, it is important to try to get an ASCOM phone (either from colleagues finishing their shift or from the clerks/charging station at the North Staff Base) and let the clerks know what number you're holding. At the end of the shift, it is important to return this phone to the charging station/clerks.

HANDOVER

Please fill in the following table and make a note of any specific preparation which might be required

	Who?	Where?	When?
Day to Evening	All	Resus (resus and red patients), north staff base (green patients), south staff base (amber patients), SSU (SSU meeting room, otherwise usually over the phone for SSU patients if a main department doctor still has their name allocated at handover time)	4.30pm
Evening to Night	All		11pm
Night to Day	Night SSU Reg and SSU HMO Others		7.30am (SSU) 8am (main department)

ROLES / RESPONSIBILITIES & TIPS

Day to day

- See patients and discuss them with the doctor in charge of the stream the patients belong to

After hours work

- There will be a mix of day, evening and night shifts. There will be weekend shifts.

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- There are no on call shifts.
- Overnight, the department is run by a senior registrar.

Discharge Summaries

Remember to 'sign' and not just 'save' discharge summaries so they get automatically sent to GPs. Aim to give a physical copy to any patient you're discharging home.

REGISTRAR TEACHING / SCHEDULE

See <https://www.gcs16.com/> for latest news on ED registrar teaching. Teaching usually occurs online 10am - 2pm on Wednesdays.

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WORKPLACE GEOGRAPHY

Unit specific information

Location of doctors' room	
Printer location and number	
Fax number	
Consultants' Offices	
Main meeting room	
Radiology meeting room	
Outpatient clinics	
Theatre passwords/codes	
Other important locations	

RURAL ROTATION SPECIFIC

Accommodation – location, what to expect

Other important information – local restaurants etc.

COMMON CONDITIONS MANAGED BY UNIT/KNOW THE BASICS OF...

List common conditions managed by the unit in order to facilitate self-study. You may wish to include any tips that you may have learned.

COMMON MEDICATIONS USED SPECIFICALLY BY UNIT

List commonly used medications within the unit

PROCEDURES

Expected procedures to know about and opportunity to do

ANYTHING EXTRA THAT MAY BE NECESSARY TO KNOW

Please detail

USEFUL RESOURCES

Attach links or attachment of PROMPT protocols or other resources which are useful for this rotation