

Last updated: Dr Jimmy Xavier
Reviewed: (sent to ED Chief Registrar M.B)

ROVER (Rolling handOVER)

ED (Trauma rotation) Royal Melbourne Hospital

UNIT STAFF MEMBERS – KEY CONTACTS

Supervisors (DEMT) – put any of the names down they all share the same inbox.

Dr. Emma West
Dr. Tsung Chung
Dr. George Plunkett

Dr. Mark Putland – Director
Dr. Niki Walsham – Dep. Director
Dr. Steve Pincus – Dep Director
(all are on the floor). Director often runs registrar teaching!

USEFUL CONTACTS

Admin (payslips / leave) – Kerry Tiepo
Rosters – Dr Nick Hooper (if you call in sick, call him) / (roster requests – find someone then email both Nick and Kerry can annotate on the roster, needs to be someone same level).
Leave – is paid by MH so you need to send leave application (once confirmed by Kerry) and send to MH Medical workforce Unit – so you are paid!
ED Chief Regs – Taz and Zoe (both on the ED reg watts app group – both very supportive)

WHERE TO GO ON THE FIRST DAY

Check in via the app as you go into the staff entrance
Ask for medical workforce and take the lift upstairs
Grab your ID and name tag (if not it will be in ED admin area)
Once you get it to towards the ED. There is a different entrance from level 1 at the moment, go towards radiology in level 1 and there will be an obscure door that will say ED staff entrance – enter and place N95 mask.
Walk down to the corridor to the right, there will be a desk (should have someone from admin there) and let them know your new.
You'll probably ushered to the main office area and sent to wait at the registrar section (yes we have a section with a microwave and massive table and computers around!). Hopefully a new DEMT will be present.

WHERE TO COLLECT PAGER (if applicable)

No pager but you get a phone at start of each shift (or at least when AM shift go home) – get from main admin desk on the floor – where it is to be collected and left at start and end of each shift.

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	Don't just start seeing patients depending on what team (either main or ambulatory)	Let the EPIC (ED physician in charge) and your stream consultant that you are here and would like to get	0800

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		involved	
Evening to Night	PM shift regardless of stream just crack on. If mains let the AM EPIC and AM stream consultant know you are there and happy to play. The PM consultants will start at 5. (remember there is a 1230 and 230 start time)	Hand patients over to the ERIC (ED Reg in charge) at night. If AM to PM shift handover to the PM consultant.	1700 (AM to PM) 2145 (Swing shift) 2300 (PM to Night)
Night to Day	Main patients – hand to EPIC Short stay – hand over to SSU con		

ROLES / RESPONSIBILITIES & TIPS

Day to day

- Day shift – 0800 – 1730
- Swing shift – 1230-2200
- PM shift – 1430 – 0000
- Teaching 0900 – 1300 + ABC ED teaching (1330-1430 – specific signed up for procedural skills)

Cover shifts/After hours work

- There is a new on call systems for nights, but unsure will be instituted in term 4.

UNIT MEETINGS / INTERN TEACHING / SCHEDULE

Day	Time	Meeting Location	Specific preparation required
Thursday AM		Zoom / +/- face to face	Website – Moddle – for ABC D practical classes. Check emails the night before Good opportunity to do WBA on the day as well

WORKPLACE GEOGRAPHY

Unit specific information

Location of doctors' room	Massive open floor plan and we are at the rear
Printer location and number	
Fax number	
Consultants' Offices	
Main meeting room	
Radiology meeting room	
Outpatient clinics	
Theatre passwords/codes	Password for everything
Other important locations	Zouki open 24hrs for coffee

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PROCEDURES

- Everything same as Monash, but need to do workshop re. ICC and supervised x3 before you are allowed to
- All your scans you will get feedback for
- Be proactive as lots of disciplines want to play

Additional information:

Nights

- - Night team huddle in handover room prior to starting
- - Pre-notification of trauma – all 'trauma call' criteria the boss MUST be called
- - Most bosses happy for you to call for any reason -> advice for sick patient, department overwhelmed.
- - How to call boss -> weekly allocations roster tells you who is on call, different consultant before and after 0430, folder on main computer.
- - FC (nurse in charge) is your friend with this!!
- - anaesthetic fellow, ICU reg, trauma team on site – utilise them
- - MOIC (senior med reg)
- - ERIC shifts -> new regs shouldn't do in first month (in charge Regs) . Say if you have been.
- Please take breaks and help encourage juniors and colleagues to do so.

Trauma

- Make it clear to the bosses what you want to experience/do early. Every shift. Every notification. A lot of onus on you driving.
- Trauma regs attend all 'Calls' and some 'alerts'. They're generally super helpful and sometimes happy for you to take procedures if you ask
- Trauma lead nurse in resus to liaise for incoming patients

Teaching – Thursdays

- Time table and course bookings on Moodle - <https://rmhedec.moodle.school>
- Primary - Ollie Clowry/Ali Al Joboory
- Fellowship - Emma West/George Plunket
- Radiology sessions with Mark Putland - worth it!
- Amaali – Ultrasound lead. Can organise accreditation and courses.
- ABCed 30 min sim course every Thursday – Jonathan Papson/Jana / Amy
- Jonathan / Emma / Jana have some great videos watch watch watch!

People

- Nick Hooper - roster. Must call him if you are sick. 0417086306
- Emma West, Tsung Chung, George Plunkett - DEMTs
- Matt Walsh – EMR issues
- Mentors – allocated beginning of term. Glenn Harris/Emma P the leads
- Kerry Tieppo – any Qs about timesheets, lockers or just about anything else!

General

- <https://www.edrosters.com> – weekly allocations, leave requests etc. Password Medical.
- edmedicalrosterrequests@mh.org.au for shift swaps or ongoing requests

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- - Whatsapp groups: reg – general chat, roster (consultants too!), exam groups
- Ask for help! -> Zoe and taz reg reps, other regs, senior nurses, residents are often awesome with Epic