ORIENTATION CHECKLIST FOR PEDIATRIC WARDS TEAMS 1 and 2
(What to review with new learners)

- Welcome to Pediatrics!
- Roles of Peds Sr., Residents, Clerks on ward – see outlined expectations on website
- Review Goals and Objectives
- Responsibilities: 3B, 3C, 3Y, ER
- Team 1, Team 2 Attending, Sr. Resident, Peds Resident, Residents, Clerks
- Review website and reading list with learners
- Make a list of contact information (pagers) and post on all wards each week!
- Discuss the issue of confidentiality, talking about patients in public areas, leaving sheets lying around…

- Daily schedule: refer to green book/website
  - 07:15 Handover
  - 08:00 Teaching – Review Teaching schedule for topic and location
  - 09:00 “Pre Round” – see patients, check progress overnight, review labs, etc.
  - 10:30 Team rounds with Sr. Resident and/or Staff
  - 13:00-15:00 Patient care - Write notes, orders, arrange investigations, follow-up labs, multidisciplinary rounds, etc.
  - 15:00-16:00 Teaching - see Teaching schedule for topic and location
  - 16:00pm Update Team Lists for evening handover, check labs etc.
  - 16:30pm Handover

- ER consult responsibilities
  - Senior will “Eye-ball” patient before allowing clerk/ resident to take history/examine patient, clerk/resident should be present
  - Write full admission note, orders for labs/investigations
  - Dictate a full note for all consults
  - Write admission orders, and notify ward resident of any children admitted
  - Patient is still your responsibility while in ER – ensure orders have been carried out, and reassess frequently…
  - Add patients to Team List

- Daily progress notes
  - Outline chronic + active issues
  - Full ‘summary note’ on Thursdays, anticipating weekend coverage
  - Arrange investigations as early as possible in morning, and follow results closely
  - Keep ‘Patient Problem List’ updated
  - Update Team List of patients with active issues, management plans

- Consult requests
  - Fill out green sheet for each consult, request, once approved by general peds attending
  - You must notify physician directly for all subspecialty consultations (including anaesthesia consults for sedated procedures)
  - Do not consult a service unless approved by you staff person

- Discharge procedures
  - Complete all discharges in the morning prior to rounds if possible.

MacPeds Orientation Check List MBL Updated June 2014
- Check with staff before discharging any pediatric patient
- Write discharge orders, scripts, follow-up appointment arrangements
- Fill out ‘face sheet’ with all possible diagnoses, etc, give a copy to parents
- Dictate discharge summary, write ID# on facesheet

**On call**
- Responsibilities on-call (team 1, 2, 3 Subspec, PICU etc), review 5301, 5302, 5303
- Location of call rooms, greens, lounge
- Call switches
- Hand over patients before leaving post-call, expected to stay until teaching done in morning when post-call,

**Other**
- Arrange investigations as early as possible in morning, and follow results closely
- Computer passwords etc.— Email Skye with Citrix username to get access to patient lists
- Brief orientation to Meditech, PACS, etc
- Show them where Team Lists are on each computer Review [www.macpeds.com](http://www.macpeds.com), and also let house staff know about the general pediatric articles on line.

**TOUR**
- Show each of the wards (3B, 3C, 3Y)
  - White boards of patient lists
  - Charts
  - New forms: progress notes, orders, radiology reqs, etc etc
  - Discharged charts (in drawers behind desk clerk)
- ER
- Call room area: lounge, call rooms, greens,
- Other (if you have time)
  - Radiology
  - PICU

**Please emphasize:**
- Put contact person beside each patient with pager number – each day!
- Hand over all your patients before leaving for half-day, post call etc
- Please arrive for handover on time and prepared with an updated patient list… finish notes, dictations as necessary after handing over at 4:30pm
- Dictate discharge summaries promptly – charts disappear in <48hrs!
- Split up patients for optimal learning among the team members – assign a resident to supervise clerk patients too.

- We are all here to learn and have fun!