

DEPARTMENT OF ENDOCRINOLOGY EDUCATIONAL OPPORTUNITIES 2019

- a. Wednesday pm (12.30 to 2.00 pm) – Departmental educational meeting (with lunch usually provided by drug reps) – members of the team take turns to present a recent journal article. Rota provided at induction, on ward noticeboard and in the secretaries' office. See next paragraph below for details of presentation preparation.
- b. Medical Morbidity & Mortality meeting (1/month-usually audit afternoons) – email the presentation file by 11:00 on the day to pgec.eastsurrey@sash.nhs.uk to ensure that it is available. Discuss cases of mortality with learning points. The meeting usually starts at 2.30pm in the Lecture Theatre.
- c. X-ray meeting (at Dr Mcivenchy's office, Radiology), 1st Wednesday of every month.
- d. Neuroradiology meeting (PG centre at 8.45am) – Thursdays.
- e. Thyroid Cancer MDT Lecture Theatre East Surrey Hospital – 9.30am on 1st and 3rd Thursday each month.
- f. Clinic schedule: all held in Earlswood Centre except antenatal clinic in OPD3 (next to labour ward).

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Ward round	Thyroid nodule clinic		Ward round Lipid Clinic	Endocrine clinic
p.m.	Diabetes clinic	Antenatal diabetes & endocrine	Diabetes & Endocrine (parallel lists)		

- g. Wednesday 10:30 a.m. multidisciplinary diabetic foot team clinic in podiatry room followed by inpatient ward round (with consultant vascular surgeon, consultant microbiologist, lead diabetes podiatrist, tissue viability nurse and consultant diabetologist).
- h. Shadow the diabetes nurses in clinics and ward for half a day each.

Additional Clinic Experience opportunity

- a. Joint Endocrine Surgery Clinic last Monday (Crawley) and last Friday (East Surrey Hospital) of the month with Dr Natasha Choudhury
- b. Osteoporosis & Bone clinic (Dr Griffith – Wednesday & Thursday afternoons in Earlswood Centre)
- c. Thyroid eye disease clinic (Mr Malhotra at East Grinstead)

- d. Diabetic retinopathy clinic (Mr Herbert – Thursday mornings in Main Outpatients)
- e. Lipid clinic with Dr Negar Maghsoodi in Earlswood Clinic
- f. Attend local and regional training days in Diabetes & Endocrinology

Teaching sessions

- a. CMTs – Tuesdays (1.00pm)
- b. FY1 teaching – Tuesdays (midday)
- c. Grand rounds (Thursdays 12.30 – 2.00pm)

Inpatient Care on Capel Annexe Ward

- Routine day is 8am to 5pm. Board round begins at 8:30am.
- The F1s, CMTs & GPST should ensure all blood, scan and x-ray results are updated in the notes and acted on every day.
- The F1s, CMTs & GPST should decide before Consultant and SPR ward rounds which patients to present; the number of patients should be distributed evenly. This is to ensure all members of the team have an opportunity to present as part of their training.
- Patients starting warfarin as an inpatient must be referred to the SASH anticoagulation clinic on discharge, using a faxed referral form; arrangements should also be made locally to the patient's home if possible.
- Our firm is responsible for all non-cardiology/non-gastroenterology patients under 75 years admitted on take day. On mornings after those take days, a post-take ward round starts in AMU at 8 a.m. One member of the team is required for the post-take round every time. You must ensure this is covered. Please be ready to start (list printed, patient locations checked) at 8 a.m. You may leave work after attending the post-take ward round at 4:45 p.m. to compensate for the early start.
- The ward MDT meeting will take place every Wednesday at 11.30am. If the consultant is unable to attend, then the SpR will conduct the meeting.
- Ward referrals from other medical teams should be made formally and left in the doctors' office on Capel Annexe ward.
- The team should be in regular touch with AMU doctors and staff to ensure appropriate patients are sent to Capel Annexe ward.

- There will be medical students from Brighton and St. George's Medical School attached to our firms on a regular basis. They are expected to shadow, assist and learn from the team.
- Endocrine function tests are done on Capel Annex Ward, and co-ordinated by Dr Kavitha Lakshmipathy. All doctors in training are encouraged to participate in Dynamic function testing.

Annual Leave, Study Leave & Swaps

- Junior doctors are entitled to 27 days of annual leave to be spread as equally as possible across placements throughout the year. SpR's are entitled to 32 days of annual leave. Leave is covered internally hence the junior team must plan their leave preferably at the start of their post.
- Annual and study leave must be approved at least 6 weeks prior to the date of leave. SpRs must ensure their clinic lists have been covered or cancelled 6 weeks prior. CMTs and GPSTs do not have dedicated clinic lists but instead are expected to attend at least two departmental clinics every week, as per preceding list. Use Cerner Appointment Book to confirm that lists are happening, and their locations. You do not need to ask permission to attend a diabetes or endocrine clinic. Please ensure that the other members of the ward team know where you will be.
- All rota shifts must be swapped with a doctor of the same grade, i.e. SpR, SHO or F1 and a leave form must be filled in and signed by the Speciality Consultant before being given in.
- Doctors must ensure that their Consultants are happy with any swaps prior to agreeing and signing the form, which will be available on the intranet alongside the rota. **On Capel Annexe ward we must have at least two doctors on each ward at all times** for it to function safely. To facilitate this, Dr Kavitha Lakshmipathy will check the Google calendar and sign your form if sufficient cover is available. Please ensure Kavitha's signature is on the form before presenting it for countersigning to the consultant on the wards for the relevant month.

Sickness & Unplanned Absences

- On-call doctors who are not well enough to come to work must call the on-call Consultant via switchboard who will ensure that Maggi Lane and the Site Coordinator are informed to arrange cover.
- **All junior doctors must inform First Care (0333 321 8053) and the endocrine secretaries (01737-231743) on the morning they are sick or**

absent from work. If the secretaries are unavailable then the consultant covering the ward should be informed (by mobile, through switchboard).

- Special leave must be discussed with the relevant Consultant.