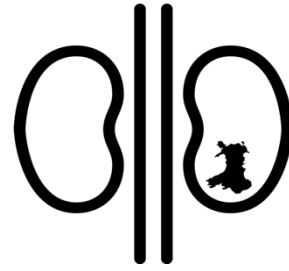


# SPR OF THE WEEK DUTIES

Welsh Kidney Club  
'Quick Guide'



- Take phone referrals from peripheral hospitals/GPs on bleep 6471 and record patient information and advice given in VitalData.
- Review in-house UHW referrals including A&E (usually referred by phone but occasionally by inpatient request slip)
- Prioritise and manage patients for admission to B5\*
- Perform urgent procedures if team or Day Unit SpR away on leave/in clinic etc\*\*
- Assign Acute bed dialysis slots to non-B5 based HD patients
- Review and update VitalData waiting list and watch list\*\*\*
- Ensure any new patients admitted/reviewed are added to the appropriate teams' list as well as handed over verbally
- Attend daily Meeting With Bed Management and B5 Bed Coordinator at 1pm
- Liaise daily with B5 South consultant to discuss referrals and transfers

\*After the ward rounds are completed, consult with teams and nurse in charge to ascertain number of patients for discharge and likely time of departure. Identify the most urgent transfers from VitalData and **confirm their suitability for transfer** (see safe transfer quick guide) as early as possible to prevent late admissions.

\*\*This should be an infrequent occurrence given that there is now a floater SpR to provide additional cover. However, if SpRs are on annual leave or there is an urgent line to be done and no SpR available, SpR of the week will provide this cover (within competencies).

\*\*\*Whilst communication regarding those active on the admission waiting list is usually frequent, a more active approach to maintaining the watch list may be required. A phone call to the referring team/resident ward may be useful in ascertaining patient status, or if the patient is on vital data, renal function may be monitored remotely and the watch list entry updated accordingly. If patient has recovered, been discharged with a plan (or died), please remove from watch list!

**For any queries regarding referrals, admissions, patient prioritisation and procedures whilst on call, contact the consultant on call to discuss**