

## Role and jobs of TWM House Officer:

1. **Physical admission of new inpatients, and ensure medically stable**
  - o Can use proforma to help guide assessment & plan
  - o Blood tests for new admits typically involve: CBC, UEC, LFTs, TFTs, B12, Folate, HbA1C, Fe Studies and Prolactin (+/- bHCG if female)
  - o Check **Vaccination** status please
  
2. **Jobs on the whiteboard in TWM**
  - o Nurses will write up reviews and recharts on the white board in the nursing stations (main ward, as well as IPC)
  - o Tend to not get pages, so check in on the white board regularly
  
3. **Discharge TOC for recently discharged pts**
  - o The folders on the shelf in the HO/Reg room are the recently discharge patients – please complete TOC
  - o Main things to include in the progress are the medication changes.

Any questions can discuss with the registrars or consultants directly.

### Special blood tests:

- o **Clozapine** levels require 2x **red** top tubes
- o **Lithium** levels are standard **gold** top UEC tubes.
- o If testing CBCs for pts on clozapine, make sure to CC: **Carelink Plus** on the lab form.

### Extras:

- Journal club on Monday 12pm, in the conference room. Recommend to attend if able, also usually has food.
- Can join SMOs and Regs on psych reviews if interested – good opportunity to practice MSE and presenting psych cases. Will come in handy for future if need to make psych referrals.
- Morning MDT and pt flow meeting time on white board in HO/Reg room (8:30 on Mon/Wed/Fri, and 0900 on Tue/Thu)
  - o As an HO it is probably more useful/efficient to just go straight to the ward instead of meeting. See what is on the white board, and ask nurses if they have any concerns for you to address.

Thanks for your help covering the inpatient mental health team :D