Emergency ward duty and patient records

The deadline for final submission of patient records is in week 22, Monday 30th May 2022!!

- Emergency ward duty is at Ullevål and Ahus (groups 1-10 Ahus, groups 11-28 Ullevål)
- All students must complete and hand in 4 patient records, written in Norwegian (Scandinavian) or English. One of these is to be done together with another student and presented and handed in at case meeting, for this one you can use a patient from the emergency ward, or a patient already admitted to one of the pediatric wards. If you do so, you must ask for detailed history and examine the patient before you write a new patient record yourself, not just copy the one already written in DIPS. The other three records must be done at the emergency ward and only one student per patient.
- For students writing in Norwegian the record should be written in the patient's electrical journal in DIPS (if possible) but in a word document for students writing in English.
- **NOTE:** *These patient records are a unique learning opportunity where we give each student direct feedback on your written work. Use it wisely. We spend a lot of time correcting the patient records/admissions, and expect you to hand in your very best work on each and every admission. These admissions go slightly beyond regular patient admissions, because we want you to follow up tests and examinations that are decided on admission. It is a great way of learning about different pediatric topics. We advise you to choose patients with different ages with varying diagnosis (if possible) to get the most out of your pediatric practice.*
- When you have finished your patient record, print it out, and hand it in for the teachers to read and approve it. Remember to mark it with your name and group number as well as the record number (1-3) and remove all patient sensitive data.
- Keep the patient's personal number until your record has been approved, as you have to be able to look up information that may be missing from your record.
- You do not need a signature in the yellow book from the doctor on call, but if you write on behalf of them (in DIPS) they must approve your writing.
- Please use your time in the emergency ward well. See as many patients as you can! Follow the doctors on call to see more patients than just those you write records for. This can be done while waiting for test results etc. Remember that your patient record is not complete until you have test results (except when no supplementary investigations are done, then you must write that this was the case), an assessment (with a diagnosis or tentative diagnosis) and a plan. If results are not expected until the next day make sure you write down the name of the responsible doctor to be able to find those if you don't have a DIPS account yourself.

If test results are not expected until later you can write what tests have been done / will be done and that results are not ready yet.

- The wards are small and busy places. Students must sign up for the emergency ward using this calender (both for Ullevål and Ahus). Only **two** students can work there at the same time and shifts are from 9am-4pm, and from 4pm-9pm. If there is a free spot you can come without signing up, but not more than two student at the same time. You can come weekdays, weekends and holidays, and you can come more then once. A few days have been "closed" in the calender for Ullevål, due to new rotations for the junior doctors and thus, even more people than usually in at very little space.

- To sign up at Ahus you choose the red AHUS calender and hide Ullevål and for Ullevål you choose the blue ULLEVÅL calender and hide AHUS.

Patient records done at **Ullevål**:

- **Hand in your record:** In the **"INBOX"** in the "Dikteringsrom" at the emergency ward. The record must be handed in latest **14 days** after you met the patient. Please do not collect all your records (from different days) and hand them in all at once – then you miss your opportunity to improve between records. Of course, you are still allowed to write more than one record at the same shift and hand them in at the same time.

- When your patient record has been read, you get an "x" in the list on the "Patient record document". You find this in "Mine studier" on 30.5.2022: "Jour: Paediatric medical journals". Check this document regularly for knowing when to come and pick up your record from the OUTBOX in the Dikteringsrom at the emergency ward. **Your record will not be approved until you have picked it up so you can read our comments and learn from them.** You may have to make some changes and hand it in again for second reading, or, in few cases, you may have to make a new one. Keep your patient records until you have seen at the document that all your records have been approved.

- For patient records made for case meetings: You hand in the record at the case meeting, the teacher responsible for the meeting will read it and you will agree on where you pick it up again.

- Note: Since our schedule differs from week to week (teaching, researching, PhD courses...) and we are only 2 people reading all the records at Ullevål, the time from you hand in your record and until it has been read and is ready for you to pick up from the outbox will vary. However, we will read them as soon as we can and you will usually find the in the outbox no later than 14 days after you handed them in.

Patient records done at **Ahus**:

- For writing the records you can use the computers in the "Arbeidsstasjon/base 059" or if they are in use (as they often are), check the computers at "Arbeidsstasjon/base 057" further down the corridor.

- **Hand in your record:** There will be two boxes on the top of the shelf where all the postboxes for the pediatric doctors are, outside the doctor's office area (by the kitchen and eating area) on the 2nd floor. One **INBOX** where you put your records, and one **OUTBOX** where you pick it up later. When the record has been read by the teacher, it will be returned to the OUTBOX . You will receive an e-mail when it is ready to be picked up, and which changes are necessary (if any). If corrections are necessary, you may return my e-mail and include the corrections (without patient sensitive data of course).

NOTE: Patient records done at other hospitals (this applies to Norwegian students during "hospitering") cannot be handed in as a part of the four mandatory patient records.