|  |  |
| --- | --- |
| **Date:** |  |
| **Shift Manager name:** |  |
| **Shift Time:** |  |
| **Handing over to:** |  |

**PLEASE COMPLETE HOURLY VOLUMES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME** | **00.00** | **01.00** | **02.00** | **03.00** | **04.00** | **05.00** | **06.00** | **07.00** |
| **IUC ADVICE:**Locked: |  |  |  |  |  |  |  |  |
| **NUMBER OF BREACHED CASES WITHOUT SC:**  |  |  |  |  |  |  |  |  |
| **MENTAL HEALTH:**Locked**:** |  |  |  |  |  |  |  |  |
| **F2F APPOINTMENTS:**Locked: |  |  |  |  |  |  |  |  |
| **HOME VISITS:**Locked: |  |  |  |  |  |  |  |  |
| **NCCBQ:** |  |  |  |  |  |  |  |  |
| **CONSULT AND HOLD:**Locked: |  |  |  |  |  |  |  |  |

**PLEASE COMPLETE THE FACULTY OPEL SUBMISSION AT THE FOLLOWING TIMES:**

WEEKENDS- 10.00, 15.00, 21.00

WEEKDAY EVENING- 21.00

OVERNIGHT- 01.00, 06.00

|  |  |  |  |
| --- | --- | --- | --- |
| **OPEL STATUS:** |  |  |  |
| **TIME ENTERED TO FACULTY:** |  |  |  |

|  |  |
| --- | --- |
| **DID YOU GO INTO ESCALATION?**  |  |
| **ESCALATION MEASURES ENACTED:** |  |

|  |
| --- |
| **HOME VISIT BREACHES** |
| **Case Number** | **Target** | **Arrived** | **Comments** |
|  |  |  |  |

|  |
| --- |
| **SHIFT OVERVIEW:**  |
|  |
| **Items escalated to On-Call Manager** (please include all items discussed) |  |
| **TREATMENT CENTRE/CAR FEEDBACK:** |
| **Clevedon:** | *Panic alarms confirmed out at base: Y/N* |
| **Cossham:** | *Panic alarms confirmed out at base: Y/N* |
| **Greenway:** | *Panic alarms confirmed out at base: Y/N* |
| **Marksbury Road:** | *Panic alarms confirmed out at base: Y/N* |
| **168:** | *Panic alarms confirmed out at base: Y/N* |
| **Osprey:** |  |
| **IT SUPPORT FORMS REPORTED:** |
| Reported by |  |  |  |
| Brief overview of issue |  |  |  |
| **CLINICAL STAFF:** |
|  |
| **OPERATIONAL STAFF:** |
|  |
| **LEARNING EVENTS REPORTED:**  |
| Reported by |  |  |  |
| Brief overview of event |  |  |  |
| **ANY OTHER FEEDBACK:** |
|  |

|  |  |
| --- | --- |
| **ACTION**  | **TIME** |
| **SYNETY SPOT CHECKS:** |  |
| **CHECK THE MENTAL HEALTH DoS IS DISPLAYING THE CORRECT TIMES AS PER THE ROTA- please complete this check at the beginning of the shift:** |  |
| **ENSURE REFERRAL AND CONSULTATION ACCOUNTS ARE CLEAR AT START AND END OF SHIFT:**  |  |
| **ENSURE PATIENT FORMS AND DESKTOP ARE CLEAR AT START AND END OF SHIFT:** |  |

|  |  |
| --- | --- |
| **VERSION NUMBER:** | July 2024 v2.6 |
| **DATE:** | 15/07/2024 |
| **CREATED BY:** | Hollie Gage |