**All the essentials for Tunbridge Wells**

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**Bleeping:**

To bleep: dial 70 [bleep no] [ext no]

Day ENT SHO is bleep 2159; Night ENT SHO is blp 2159; ENT Registrar is on their mobile (contacted via switchboard)

**ENT ward:**

* Adults admitted to ward 10
* Paediatric admitted to: Hedgehog (admissions) or Woodland unit/Treetops (pre-op/day case)
* Treatment room: In A&E Minors
* Ward round: 8am starting in ward 10 office

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**SHOs**:

* 5 posts (2FY2s, 2GPST2s & 1 core trainee grade)
* ENT experience: They usually have no ENT experience
* Shift patterns:
  + Day on-cal: 8am til 9pm
  + Night on-call: 9pm til 8am

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**Emergency clinic called "Hot clinic/treatment room?"**

* Booked via: SHO on-call and appointments registered electronically
* Runs daily in SAU and lead by SHOs
* If SHO needs advice, they will ask the registrar on call/whoever is available in clinic.

**Theatre:**

* All elective cases should have discharge letters completed at the end of the case
* Elective cases:
  + Tunbridge Wells: inpatient cases
  + Maidstone: daycase procedures
* CEPOD cases in main/emergency theatre 7/8
  + Book cases using a CEPOD booking form, details on the board and on-call anaesthetics​
* Pre-op Patients:
  + Short Stay Surgical Unit (Admissions lounge) - Level -1, Orange zone
* Sick notes:
  + Availabe on SSSU/ pre-op ward

**Clinics:**

* Tunbridge Wells: Level 0, outpatient zone 1, Orange zone​​
* Maidstone: Level 0, ENT and Audiology area, Brown zone
* Start times: 0900 and 1400
* Additional clinics held at Crowborough, Edenbridge and Sevenoaks - not usually attended by StRs

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**Common investigations/referrals:**

* **Vestibular function tests: run in-house, referred via dictated letter**
* **BAHA assessments: Not offered in trust, refer to alternative trust via dictated letter (TBC: which trust, MTW has agreement with to refer to)**
* **Sleep studies:**
  + **Adults: Referral via dictated letter \_TBC: who runs these - ?Respiratory\_\_\_\_\_\_**
  + **Paeds: Referral via dictated letter  \_TBC: who to address this to\_\_\_\_\_\_**
* **Allergy skin prick tests: Not provided by MTW**
* **Allergy RAST testing: Request electronically (Sunrise) & allergen request paper form, given to patient. If you request, be clear on form what allergens should be tested**
* **Outpatient blood tests**
  + **Adults: Weekday walk-in phlebotomy service 0845-1615 TBC: Where?**
  + **Paeds: Booked in with phlebotomy service**
* **Skull Base referrals: To local tertiay centre: Kings College Hospital (online referral form)**
* **Local Cochlear implant centre for referrals: Guy's Hospital**
* **Local Paediatric Tertiary Centre for referrals: The Evelina**

**Rotas & leave**

* Updated versions sent out regularly by ENT manager (currently awaiting replacement Oct 2021)
* Annual leave - request via eHealth roster and email Salvatore
* Study leave
  + request via eHealth roster and email Salvatore
  + Also complete paper form, get it signed and submit to PGME if intend to claim reimbursement