Time		All tasks in black & suggested add-ons in red	Any Day	Wednesday	Thursday	Friday	Sat	Sunday
08.00-18.00	Morning	Handover with NIC Check EDD are updated post ward round Check discharges have TTO, correct paper work, transport booked, patient has key and suitable outdoor clothes update staff Allocation board give out friends and family cards to discharges VTE check compliance feed back to NIC Welcome & direct visitors, teams, abulance crews etc Update patient status on EPIC including transfers from within & outside Trust Liaise with other departments **Support nursing staff to put away ward stock as it arrives.** **Scan/upload to EPIC** **Support discharge process** Order/return equipment Make appointments Requests & follow up estates order/cancel specialist equipment Ordering transport bloods to pathology rerturning equipment to source/orther depts Round up of morning & handover for afternoon with NIC	Handover with NIC including review EDD position accuracy & potential discharges Check patient boards up to date outside bays Check discharges have TTO, correct paper work, transport booked, patient has key and suitable outdoor clothes Update patient status on EPIC including transfers from within & outside Trust where relevant, update medical outliers lists Give out FFT cards to definite discharge patients & remember to come back to collect Ward status update with NIC & review EDD's update on EPIC **Throughout day the following:** Run errands - pathology, pharmacy, collect & return equipment to/from other departments. Book transport Make appointments Estates requests & follow ups order & cancel mattresses in real time Answer phones, direct visitors, visiting teams, ambulance crews etc to patient location Request porters collect unused mattresses from corridors Check ward corridors & main corridors clear of clutter at regular intervals Round up of morning & EDD's update handover with NIC					
		Lunch						
	Afternoon	**First day discharge follow up call, feedback to Senior SR** Inpatient survey, 25 repsonses required over month & FFT capture Pharmacy/pathology runs **Monthly fire audit checks** **Medical devices monthly checks** Maintain COSHH folder Last minute booking of transport meet/greet relatives & signposting Ordering transport for next day Check all mattresses have been ordered and/or cancelled Point of contact **EPROC ordering coordination lead**	As above					
	Twlight	Checking to make sure next day discharges have everythnig in place eg keys, family aware, pt aware of discharge process etc	meet & greet relatives, signposting, phones mattress ordering/cancellations pick up any outstanding transport bookings for next few days Checking to make sure next day discharges have everythnig in place eg keys, family aware, pt aware of discharge process etc					