



Appointment Guide

APPOINTMENT	Nurse	Doctor	Other Information
Aclasta	40		<ul style="list-style-type: none"> PN to book
Audiogram	30		<ul style="list-style-type: none"> Booked with BA/CC/HCA only
B12 injection	10		
Blood test	10		<ul style="list-style-type: none"> Book with Phlebotomist if possible
BP Check	10		
BP Monitor (24 hour)	20		<ul style="list-style-type: none"> Book on Nurse & BP screen Book for attachment & removal the next day. Send BPAPPT text Make patient aware of charge
Cast off	10		
Cast on	20		<ul style="list-style-type: none"> ACC number
Catheter Change		30	
Catheter Removal	10		<ul style="list-style-type: none"> Book as early as possible
Cellulitis	30		<ul style="list-style-type: none"> Not on OCN screen if possible
Cervical Smear	20		<ul style="list-style-type: none"> Do not book with CO/LB/EB/PR
CVRA	20		<ul style="list-style-type: none"> First measurements book with HD
Depo	10		<ul style="list-style-type: none"> Check has been prescribed
Diabetic Review	30		<ul style="list-style-type: none"> Task to PR to arrange
Dressings	20		<ul style="list-style-type: none"> Ask if pt has been seen here before for this dressing If no bring paperwork
Drug Testing	20		<ul style="list-style-type: none"> Book with MM/SS/CC/BA/HD only Name/email of requester Advise patient to bring photo ID, be able to pass urine
ECG	10		
Ear syringe	30		<ul style="list-style-type: none"> Check re oil in ears If no to be booked by PN
Excision		30	<ul style="list-style-type: none"> Book excision room Put on HCA screen to set up & to clean after Book HCA if requested by Dr
Immunisations			<ul style="list-style-type: none"> See chart below
Iron infusion	40		<ul style="list-style-type: none"> PN to book
Jadelle Insertion		30	<ul style="list-style-type: none"> Doctor or CH/RN Must have had Dr appt prior for script Book excision room Cancel all but 1st text
Jadelle Removal		30	<ul style="list-style-type: none"> Doctor or CH/RN Book excision room
Jadelle removal & insertion		60	<ul style="list-style-type: none"> Doctor or CH/RN Must have had Dr appt prior for script Book excision room Cancel all but 1st text
Long Term Condition Management	30		<ul style="list-style-type: none"> Check alert for nurse if contacted by EM – check contacts Task to EM with any changes/appts made
Medicals			<ul style="list-style-type: none"> See chart below
Mirena/IUCD Insertion		30	<ul style="list-style-type: none"> PN to book Device free but procedure charged. Book excision room Book HCA to assist Cancel all but 1st text



Appointment Guide

Mirena/IUCD Removal		30	<ul style="list-style-type: none"> • PN to Book
Mirena/IUCD Removal & Insertion		60	<ul style="list-style-type: none"> • PN to book • Book excision room • Book HCA to assist • Cancel all but 1st text
New patient appointment	30		<ul style="list-style-type: none"> • Book on new pt screen also • Ensure GP2GP notes available
OCP	10		<ul style="list-style-type: none"> • Initial appt with doctor to prescribe • Nurse 6 monthly Doctor 6 monthly
Pessary Change/Removal		15	
Pipelle	30 HCA	30	<ul style="list-style-type: none"> • Book excision room • HCA to be booked at same time to assist
Plaster Change	10 off 20 on	15	<ul style="list-style-type: none"> • Nurse/gap for Xray/Doctor/Nurse • If not originally seen at WMC need to bring in paper work and ACC number • Cancel all but 1st text
Plaster check	10		
Plaster Removal	10	15	<ul style="list-style-type: none"> • Nurse/gap for xray/Doctor • Cancel all but 1st text
Punch Biopsy		15	<ul style="list-style-type: none"> • Book excision room • Put on HCA screen to set up & to clean after
Removal of Stitches	10		<ul style="list-style-type: none"> • If need longer doctor will request. • Ask pt if procedure was done at WMC • If not, bring any paperwork
Six week check	30	30	<ul style="list-style-type: none"> • Doctor then Nurse • Pt to bring Well Child book • Ensure we have NHI, Next of Kin & Ethnicity. • Write 'Enrolment forms' beside appt • Cancel all but 1st text
Skin Cancer Clinic		30	<ul style="list-style-type: none"> • Book on Skin Clinic screen
Skin treatment (nurse)	10		<ul style="list-style-type: none"> • RN only
Spirometry	30		<ul style="list-style-type: none"> • With CC/BA only
Spirometry with reversibility	10/10		<ul style="list-style-type: none"> • 10 mins/20min gap/10mins • With CC/BA only
Travel Consult	As below	As below	<ul style="list-style-type: none"> • See chart below
Tympanogram	10		
Venesection	30		<ul style="list-style-type: none"> • Ensure pt is hydrated and warm
Weight Check	10		
Zoladex injection	10		<ul style="list-style-type: none"> • Check has Zoladex prior to appt

TRAVEL APPOINTMENTS: Amount of people	Doctor	Nurse	
1 adult	30	30	<ul style="list-style-type: none"> • Book on Travel clinic screens • What countries? • ?Yellow Fever for Africa or Sth America • Ask pt to come 10 mins early for forms • Write 'Paperwork' on appt screen • Cancel all but 1st text
2 adults	30	45	
1 adult 1 child	30	45	
1 adult 2 children	45	45	
2 adults 1 child	45	45	
2 adults 2 children	60	60	
1 adult 3 children	60	60	
2 adults 3 children	60	60	



Appointment Guide

MEDICAL APPOINTMENTS	Nurse	Doctor	Order Seen	Other Information
Diving Medical	30	15	Nurse/Doctor	<ul style="list-style-type: none"> • Book Appt • Pt to bring paperwork to appt. & fill out relevant sections prior. • Cancel all but 1st text
Fire Brigade	20	30	Nurse/Doctor	
Microlight Pilot's Licence	10	30	Nurse/Doctor	
Outward Bound	10	15	Nurse/Doctor	
Drivers Licence	10	15	HCA/Doctor	<ul style="list-style-type: none"> • Write 'Paperwork' on appt screen • Bring current DL & glasses • Cancel all but 1st text • Give pt paperwork to fill in when arrives • Can be nurse if HCA not available.
Antarctic Medical	Dependant on requirements		Nurse/Doctor	<ul style="list-style-type: none"> • Ask Pt/Company to email paperwork to office • Office Manager to make appts & liase • Advise pt to come early • Give pt paperwork on arrival • Cancel all but 1st text.
Insurance	Dependant on requirements		Nurse/Doctor	
Maritime	40	30	Nurse/Doctor	
Aviation Medical	BA/CC	Charlotte only	Nurse/Doctor	
Employment medicals				

IMMUNISATIONS	Time	Other information
6 week immunisations	30dr/30nr	<ul style="list-style-type: none"> • Pt to bring Well Child book • Ensure we have NHI • Ensure we have Next of Kin
3month/5month/15month	30	
4 year	20	
11 year	10	
Tetanus	10	
HPV	10	
Bexero	20	
Boostrix	10	
Zostavax	10	<ul style="list-style-type: none"> • Free • Ask if they have had a free one before • If yes, they dont need one, if no, book in • Write 'paperwork' on appt screen
Flu	10	<ul style="list-style-type: none"> • To be booked in designated flu clinics
Workplace imms (Hep A, Hep B etc)	10	<ul style="list-style-type: none"> • Serology/request to be emailed prior to booking • Task to Dr to prescribe prior to making appt. • Book with SS or MM only
Travel Vaccines	15	<ul style="list-style-type: none"> • Must have had a previous travel consult • Book in travel clinic