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**STAFF RE-ALLOCATION DURING THE COVID-19 PANDEMIC: IMPROVING THE JOB ROLE CONFIDENCE OF MEDICAL SHOs THROUGH THE DEVELOPMENT OF A DIGITAL HANDBOOK**

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**Introduction** During the spring of 2020, medical training for junior doctors was largely suspended to prepare for the evolving Covid-19 pandemic. During this time junior doctors were reallocated to other departments, many of whom began working as part medical teams. As a result, many doctors needed to relearn the protocols and the conventions of their new role. This quality improvement project aims to review how prepared junior doctors reallocated to medicine felt at the start of the Covid-19 pandemic and whether this was improved through the development of an on-call handbook.

**Results** An initial survey of junior doctors (n=19) asked where they had gained information about their job roles and whether they would find a handbook of information useful; 82% felt a handbook would be of use. The majority of doctors (95%) were receiving information about shifts through unofficial channels such as word of mouth and messaging groups. The ‘Medical SHO On-call Handbook’ was developed by the authors. Junior doctors (n=9) were then asked in a repeat questionnaire about their shift confidence following the release of the handbook and whether they found it a useful resource. For all available job roles, shift confidence increased (mean +24%) and overall lack of confidence reduced (mean -8%). 78% of doctors found the handbook useful.

**Recommendations and actions**
- Release the on-call handbook to all medical SHOs via an email and intranet access.
- Organisation of a handbook committee to review the handbook in next year and develop a second volume.

**Psychiatric emergency plans**

**IMPROVING PSYCHIATRIC EMERGENCY PLANS IN SCOTLAND**

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**Aim** To create a template Psychiatric Emergency Plan (PEP) for use by Scottish Health Boards when reviewing their PEPs.

**Background** PEPs are reviewed by health boards on a regular basis and at least every five years. PEPs are recommended by the Mental Health (Care and Treatment) (Scotland) Act 2003 Code of Practice as a means to help manage the detention of a patient and aspects of multi-agency working. They are also recommended by the Police Scotland Standard Operating Procedure in dealing with patients who present in mental health crisis.

**Methods** We incorporated the view of patients and carers, Police Scotland, Scottish Ambulance Service, Emergency Departments, and from our own team with practitioners with a background in General Adult Psychiatry and Social Work in