* **Work** **Room**: Team room is on 11 Blue (near the lower-numbered rooms) in room 11.205 (directly across from patient room 1117). Sit at the one closest to the door.
* **Hours**: You're expected to be first call starting at 7a and have to stay until 7p on Tues and Thursday, and until 5p the other days.
* **Handoff Tool**: You are expected to update it daily, under Bone Marrow Transplant.
	+ **Ensure that you include the date in To Do** – On Call tab when updating. Please use if and then statements. Needs to be updated daily.
	+ **Cross cover team will indicate in daytime tasks if there were overnight events**.
* **Team:**We are on Team A (leukemias, allo-transplants) with the fellow (changes monthly) and one APP.  Attending’s typically switch on Wednesdays.
* **Admissions:** It's a drip system so you could admit every day. At the end of the day, one of the APPs will send out an email with "assignments" for the next day. These assignments include the patients you will follow as well as your place in the admission cycle (1st, 2nd, 3rd, or 4th). You admit patients regardless of what team they go to and they will be redistributed to a provider on the correct team the next day.
	+ For planned transplant admission, typically chemotherapy starts the day after admission, but will need an ok to treat on day of admission *completed by fellow or attending.*

        **Rounding:**We've been rounding at 9:30 in a conference room down the hall. See your patients between 7-9:30, then head to the rounding room.  We typically table round first followed by walk rounds.

* **Orders:**There are BMT order sets for everything, but you'll most often use "BMT Admit" and "IP BMT Elevated Temp."
* **Chemo:**The pharmacist orders all chemo meds (listed in the "treatment plan") for the patient. The best way to see the treatment plan is to go to Summary tab then search for the "Onc Flowsheet" tab. From there if you click on the blue text on top that says "onc flowsheet" it will show you what chemo the patient is on and when they received it. *Alternately you can go to MD navigator, Oncology -- “Rounding ONC”, and on the left you should have access to treatment plan.*
	+ **Chemo dot phrases** have been built for majority of chemotherapy used in BMT. Go to my epic, Click “my SmartPhrases”, under USER: *Diya Sabnani,* and there is a plethora of chemotherapy.
	+ **IT chemotherapy is built into plans,** *you are responsible for ordering LP, Order is “XR Lumbar Puncture with Fluoro”*
* **Discharge:**Same as normal but if you need to schedule f/u appts in BMT clinic, you have to send an in-basket message to "BMT Discharge Pool" and use the SmartText "BMT Patient Appointment Request." Ask one of the APPs to send you a template for discharge instructions. Furthermore, after completing the DC orders, ask the pharmacists to review it before they head home.
	+ **Complete discharge checklist for each patient and review with APP on team A or available APP on day of discharge.**