**Phone Clinic Review Sheet**

**Date: Clinic: Lead Clinician:**

Phone clinic housekeeping:

1. Locate yourself in a different area to the clinician making the call to prevent audio feedback.
2. Have your phone and appropriate paperwork ready in front of you.
3. Use headphones to keep the call confidential and prevent any distractions.
4. Accept the call when your phone rings and, after introductions, mute yourself.
5. Listen carefully and make relevant notes.

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| **Subjective Assessment** |  |
| Overview summaryNew patient or follow-up?Diagnosis/ presentation of the patient |  |
| Summarise briefly the history.Were there any key questions/ responses that stood out for you?Are there other questions you would like to ask and why? |  |
| **Objective Assessment** |  |
| Summarise briefly the key findings. |  |
| **Management Plan and Treatment** |  |
| What happened?Examples of exercises prescribedAny progression/regressionAdvice givenWhat was the recommendation or plan?  |  |
| **Reflection** |  |
| Give your overall reflection.What have you learnt?If these were your patients what would you do now? |  |

**Clinic observations summary sheet**

**Date: Clinic: Lead Clinician:**

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| Identify 3 key points you have learnt from this clinic to share with peer/educator |
| **Key point 1** |  |
|  | Details: |
| **Key point 2** |  |
|  | Details: |
| **Key point 3** |  |
|  | Details: |