

Please complete the diary for each day of the week on which you work. A list of specialities and instructions for what information to log for each activity is attached.

Hrs:Qtrs Times should be rounded to the nearest quarter of an hour. For example, two and three quarter hours should be recorded as 2:3/4; three hours as 3:0/4

N° Record the number of patient consultations/number of patients seen during the activity (if involving direct patient care)

Reference week date _____

Hours/shift worked	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Hrs:Qtrs	N°	Hrs:Qtrs	N°	Hrs:Qtrs	N°	Hrs:Qtrs	N°	Hrs:Qtrs	N°	Hrs:Qtrs	N°	Hrs:Qtrs	N°
Inpatient ward round with consultant/registrar	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Inpatient ward round (independent)	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Inpatient clerking of new patients	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Inpatient reviewing patients	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Inpatient pre/post operative assessment	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Outpatient clerking new patients	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Outpatient patient consultation	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Outpatient pre operative assessment	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Emergency department clerking new patients	: /4		: /4		: /4		: /4		: /4		: /4		: /4	
Emergency department patient consultation	: /4		: /4		: /4		: /4		: /4		: /4		: /4	

Activities continued overleaf

Specialty working in (please specify):

Accident & Emergency	Infectious Diseases	Paediatric Respiratory Medicine
Acute Internal Medicine	Intensive Care Medicine	Paediatric Rheumatology
Acute Medicine	Intermediate Care	Paediatric Surgery
Allergy	Liaison Psychiatry	Pain Management
Anaesthetics	Maternity	Palliative Medicine
Breast Surgery	Neonatal Intensive Care	Plastic Surgery
Burns Care	Neurology	Psychiatry of Learning Disability
Cardio-thoracic Surgery	Neurorehabilitation	Rehabilitation
Cardiology	Neurosurgery	Rehabilitation Psychiatry
Child and Adolescent Psychiatry	Obstetrics	Renal Medicine
Dermatology	Old Age Psychiatry	Respiratory Medicine
Diabetes	Oncology (Medical)	Rheumatology
Elderly Care Medicine	Ophthalmology (Medical)	Sexual and Reproductive Medicine
Forensic Psychiatry	Otolaryngology	Sport and Exercise Medicine
Gastroenterology	Paediatric Accident and Emergency	Stroke
General Acute	Paediatric Cardiology	Substance Misuse Psychiatry
General Medicine	Paediatric Endocrinology	Trauma and Orthopaedic Surgery
General Psychiatry	Paediatric Gastroenterology	Tropical Medicine
General Surgery	Paediatric Infectious Diseases and Immunology	Urogynaecology
Genito-Urinary Medicine	Paediatric Intensive Care Medicine	Urology
Gynaecological Oncology	Paediatric Neonatal Medicine	Vascular Medicine
Gynaecology	Paediatric Nephrology	Vascular Surgery
Haematology	Paediatric Neurology	Other (please specify):
Head and Neck Surgery	Paediatric Oncology	

List of activities	Notes
In patient ward round (with consultant or registrar) / In patient ward round (independent)	Enter total time on the ward round and number of patients seen/discussed
In patient clerking of new patients	Enter total time on the activity and number of patients clerked
Inpatient reviewing patients	Enter total time on the activity and number of patients reviewed
In patient pre/post-operative assessment	Enter total time on the activity and number of patients assessed
Outpatient clerking new patients	Enter total time on the activity and number of patients clerked - use this activity category if you clerk the patient and handover to another healthcare professional for the remainder of the patient's consultation
Outpatient patient consultation	Enter total time on the activity and number of patients seen - use this activity category if you lead the patient's whole outpatient consultation
Outpatient pre-operative assessment	Enter total time on the activity and number of patients assessed
Emergency department clerking new patients	Enter total time on the activity and number of patients clerked - use this activity category if you clerk the patient and handover to another healthcare professional for the remainder of the patient's consultation
Emergency department patient consultation	Enter total time on the activity and number of patients seen - *use this activity category if you lead the patient's whole outpatient consultation
Assisting in theatre/interventional procedures	Enter total time on the activity and number of patients you assisted in procedures with
Patient education (any setting)	Enter total time on the activity and number of patients offered education/advice
Discussing care with relatives (any setting)	Enter total time on the activity and number of patients whose relatives you had discussions with
Routine procedures (e.g. phlebotomy, cannulation, ECG) (any setting)	Enter total time on the activity and number of patients for whom routine procedures were performed
TTOs and discharge summaries (any setting)	Enter total time on the activity and number of patients for whom TTOs were ordered or discharge summaries written
Requesting investigations (any setting)	Enter total time on the activity and number of patients for whom investigations were ordered
Teaching	Time spent delivering teaching/training
Training/study	Time spent receiving teaching/training
Networking/attending meetings	Including all meetings, whether patient/focussed (e.g. dealing with complaints) or business-focussed (e.g. team meetings), and time spent talking to colleagues.
Strategy / Policy / Service Development	Record time spent developing financial/strategic services, clinical services, business plans, etc.