**Pre-admission clinic checklist**

A ‘tick-box’ aid to use during clinic to ensure completion of essential tasks

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| **To complete** | **Ask?** | **Done** |
| Health questionnaire | Patient to complete and to discuss |  |
| Baseline observations | To send for anaesthetic or GP review? |  |
| Medication history  | Any pre-operative adjustments? |  |
| Escort/carer arrangements | Ask and record |  |
| Drug chart | Regular medications and allergies |  |
| VTE assessment | See reverse  |  |
| Form B | Operation and allergies |  |
| MRSA swabs | Nose/groin |  |
| Blood tests | Relevant to patient – G&S? |  |
| Leaflets | Relevant to patient |  |
| Consent  | Have **patient and senior clinician** signed? |  |
| **Additional tasks for Orthognathic patients** |
| Planning | Find sheet for tasks to do with acetates |  |
| Wafer check | Does the patient need **1, 2, OR 3** and fit? |  |
| Imps and hooks? | Has this been completed by ortho? |  |
| Imaging  | Check PACS – OPG/ceph/medical photos |  |
| ‘Hilotherm’ advice | Has the patient been advised? |  |