

Substance Use Health Program Clinical Schedule - **Staff Availability**

Number	Staff & Department / Organization		year month day		year month day		year month day		year month day		year month day		Clinical Lead	Contact Information	Cover	Contact Information
			Monday		Tuesday		Wednesday		Thursday		Friday					
			morning	afternoon												
1	Psychiatrist Inpatient / Outpatient	Organization Name					X	X	X	X						
2	Care Coordinator Inpatient / Outpatient	Organization Name	X	X	X	X	X	X	X	X	X	X				
3	Youth Counsellor Inpatient	Organization Name *English	X	X	X	X	X	X	X	X	X	X				
		Organization Name *French			X	X				X	X					
4	Youth Counsellor Outpatient	Organization Name *English	X	X	X	X	X	X	X	X	X	X				
		Organization Name *French			X	X				X	X					
5	Family Counsellor Outpatient	Organization Name *English		X							X					
		Organization Name *French			X	X				X	X					
Notes	Clinical Huddle: Every Tuesday from 1:00 PM - 1:30 PM & Thursday from 1:00 PM - 2:00 PM (Lead: Care Coordinator)															

Psychiatrist Availability

Role: Psychiatrist
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM			09:30-11:30 Outpatient Consult Availability	09:30-11:30 Outpatient Consult Availability	
PM			1:30-5:00 Inpatient (or Outpatient) Consult Availability	1:00 - 2:00 Huddle 09:30-11:30 Outpatient Consult Availability	

Care Coordinator Availability

Role: Care Coordinator
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	8:00-8:30 AM Inpatient Review*	8:00-8:30 AM Inpatient Review*	8:00-8:30 AM Inpatient Review*	8:00-8:30 AM Inpatient Review*	8:00-8:30 AM Inpatient Review*
PM	Triage Outpatient SUCD* Referrals Systems Navigation Support	1:00-1:30 Huddle Triage Outpatient SUCD* Referrals Systems Navigation Support	Triage Outpatient SUCD* Referrals Systems Navigation Support	1:00-2:00 Huddle Triage Outpatient SUCD* Referrals Systems Navigation Support	Triage Outpatient SUCD* Referrals Systems Navigation Support

Notes
 *Review and assign Inpatient Brief Intervention cases from the Queue
 *SUCD = Substance Use and Concurrent Disorders

Inpatient (IP) Youth Availability - English

Role: Addiction Counsellor - English
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	8:00-8:30 AM Inpatient Review ¹ Inpatient Brief Intervention & Ongoing Counselling				
PM	Inpatient Brief Intervention & Ongoing Counselling	1:00-1:30 Huddle Inpatient Brief Intervention & Ongoing Counselling	Inpatient Brief Intervention & Ongoing Counselling	1:00-2:00 Huddle Inpatient Brief Intervention & Ongoing Counselling	Inpatient Brief Intervention & Ongoing Counselling

Notes
¹Assigned Inpatient Brief Intervention cases from the Queue

Inpatient (IP) Youth Availability - French

Role: Addiction Counsellor - French
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		8:00-8:30 AM Inpatient Review ¹ Inpatient Brief Intervention & Ongoing Counselling		8:00-8:30 AM Inpatient Review ¹ Inpatient Brief Intervention & Ongoing Counselling	
PM		1:00-1:30 Huddle Inpatient Brief Intervention & Ongoing Counselling		1:00-2:00 Huddle Inpatient Brief Intervention & Ongoing Counselling	

Notes
¹Assigned Inpatient Brief Intervention cases from the Queue

Outpatient (OP) Youth Availability - English

Role: Addiction Counsellor - English
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		Outpatient Brief Intervention* & Ongoing Counselling	Outpatient Brief Intervention* & Ongoing Counselling	Outpatient Brief Intervention* & Ongoing Counselling	
PM	Outpatient Brief Intervention* & Ongoing Counselling	1:00-1:30 Huddle Outpatient Brief Intervention* & Ongoing Counselling	Outpatient Brief Intervention* & Ongoing Counselling	1:00-2:00 Huddle Outpatient Brief Intervention* & Ongoing Counselling	Outpatient Brief Intervention* & Ongoing Counselling

Outpatient (OP) Youth Availability - French

Role: Addiction Counsellor - French
Location:
Organization:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		Outpatient Brief Intervention* & Ongoing Counselling		Outpatient Brief Intervention* & Ongoing Counselling	
PM		1:00-1:30 Huddle Outpatient Brief Intervention* & Ongoing Counselling		1:00-2:00 Huddle Outpatient Brief Intervention* & Ongoing Counselling	

Outpatient (OP) Family - English

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					Outpatient Family Counselling
PM	Outpatient Family Counselling			1:00-2:00 Huddle	

Notes
¹BI = ~ 2 new appointments/day (~ 2 hours each, including charting)

Outpatient (OP) Family - French

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		Outpatient Family Counselling		Outpatient Family Counselling	
PM		1:00-1:30 Huddle Outpatient Family Counselling		1:00-2:00 Huddle Outpatient Family Counselling	

Notes
¹BI = ~ 2 new appointments/day (~ 2 hours each, including charting)