Week 1   The first step: email support@dr-toolbox for information and to set up a completely free site for your hospital.

Week 2   Get senior support: This can be from your foundation school lead or other senior clinician. The best way to do this is to show them the demo (dr-toolbox.com/Demo). Also give them our leaflet and remember the purpose of the site is not for patient information or to duplicate clinical guidelines, and is password protected. These were the major hang-ups for the vast majority of clinicians that we encountered.

Week 3   Do a baseline survey, this way the project can be viewed as a QI initiative and the outcomes measured post implementation.

Week 4   Work together: Add your email address to the homepage of your site and encourage your fellow doctors to email you with changes and useful information, or if they want to help editing. Let them know that their contribution is greatly appreciated! Upload a list of bleeps/ telephones to the site to be used instantly

Week 5   Help others to survive your firm: Email someone from each firm and get them to write and email you a firm survival guide. Include a demo survival guide showing what information to include. **It should take less than 1 hour for them to write a guide** and minutes to edit and upload

Week 6   Take notes on the job! Work through the sidebar and include hospital specific info as you learn it (Bloods, Computer systems, Discharging patients, Investigations, Microbiology, Radiology, Referrals). This can be done in installments once the site is running. Lot of this information you may only find on the job, so when you find something new out, take note and change the site when you next get a chance.

Week 7   Get specialist input: Speak to the medical registrars and find a list of on call job descriptions. If they don't already exist, its a great project in itself collecting these. Speak to people in the MDT (specialist nurses, PT, OT), find out the best way of referring to them, what's done well by doctors and what could be done better, add it to the MDT page.

Week 8   **Review the site and make sure all the leftover template information is deleted, then Go live!** Confirm with the senior clinician if they are happy for the site is to go live and with their support email the doctors.

Week 9   Enjoy unlimited access: Use the site from the intranet, your phone or home. You can google 'dr toolbox' to find your hospital site, add it as a favorite to your web browsers, and smartphone desktops. You can also request IT to add the link on the intranet.

Week 10   Use your tool: The site is a powerful platform for innovative ways to improve patient safety and to test out new ideas. You can upload forms you have difficulty finding or checklists you want to test out for your projects. If there's something new you want to try email us and we'll see if we can help!