

Out Patients Department

CLINICAL NURSE MANAGER/BUSINESS MANAGER

FUNCTION/ROLE: To:

- Prepare the department for Green casualties (walking wounded) from the major emergency
- Prepare the department to house patients transferred out of ED and awaiting a bed up the hospital.

ACTIVATION PROCEDURE:

- You will be informed by the Emergency Department Nurse/Medic in charge– Alert level 1.

1. Alert all Consultants, Medical and Nursing Staff in the Outpatient Department (if during scheduled clinics).
2. Cancel all Clinics.
3. Liaise with Clerical Supervisor

LEE SUITE	Minor Injuries
DRESSING SUITE	Minor Injuries
BANDON SUITE	Transfers from Emergency Dept

Evacuate patients via Phlebotomy exit door.

4. Prepare Lee Suite and Dressing Clinic for Minor Injuries:
 - Resuscitation Trolley
 - Portable Oxygen
 - I/V Fluids
 - Dressing Packs
 - Obtain Analgesia from Emergency Department Pharmacy as appropriate.
5. Prepare for transfer of Patients from The Clinical Decision Unit (CDU) in the Emergency Department to in-patient beds on consultation with the Admission Office.
6. Continue to liaise with Emergency Dept.
7. Extra Medical and nursing staff to wait outside Lee Suite for further instructions.