

10. CLERICAL ADMINISTRATION	Cork University Hospital		ACTION CARD NUMBER
	Clerical Supervisor		10.1
You Report To:	Line Manager	You Brief:	Clerical Staff
Overall Responsibilities	<ul style="list-style-type: none"> • Ensure preparedness for MEP • Be aware of any identified services within the directorate which must continue. • Manage Clerical and Admin Staff • Call in off-duty staff if required 		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none"> • You will be informed by your Line Manager • Follow direction from your Line Manager 		<ul style="list-style-type: none"> • Gauge response requirement for directorate clerical staff. • Agree staffing available for redeployment internally/externally across campus. 	
Consider these points			
<ul style="list-style-type: none"> • Availability of phone contact numbers for all staff, prepare group contact list. • It may be necessary to recall staff from annual leave • Depending on type of Major Emergency what services will continue or cease • What staff are available for redeployment 			

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