

<b>10. CLERICAL ADMINISTRATION</b>	<b>Cork University Hospital</b>	<b>ACTION CARD NUMBER</b>
	<b>Clerical Staff</b>	<b>10.2</b>
<b>You Report To:</b>	Staff Officer/Business Manager	<b>You Brief:</b> Staff Officer
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be familiar with the CUH MEP Staff Information Leaflet</li> <li>• Follow instruction from your Line Manager</li> <li>• Arrange for the reschedule of patient appointments if necessary or as required.</li> <li>• Assist other departments within the hospital who may require additional support during a Major Emergency.</li> </ul>	
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>		
<b>ON ACTIVATION</b>		<b>ON STANDBY</b>
<ul style="list-style-type: none"> <li>• You will be informed of your role by your Staff Officer</li> </ul>		<ul style="list-style-type: none"> <li>• You will be guided on the actions necessary by your Staff Officer</li> </ul>
<b>Consider these points</b> <ul style="list-style-type: none"> <li>• Review current workload and anything urgent outstanding from previous day.</li> <li>• Be aware routine hospitals services will cease.</li> <li>• Be aware that the routine function of your department may cease and redeployment may be necessary. One member will need to remain in the departmental office to ensure a level of service responsiveness.</li> </ul>		

<b>Version Control</b>	<b>Date Approved</b>	<b>DD/MM/YYYY</b>	<b>Valid Until</b>	<b>DD/MM/YYYY</b>