

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

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY