

11 SERVICES	Cork University Hospital		ACTION CARD NUMBER
	Portering Services Manager		11.2
You Report To:	Operations Manager and Services Manager	You Brief:	Porter Staff
Overall Responsibilities	<ul style="list-style-type: none">• Ensure porters available to support priority areas• Provide assistance as required as instructed by HECT		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">• Redeploy porters to ED and priority areas• Call in additional staff as requiredSupport Security/Garda as required		<ul style="list-style-type: none">• Review current levels of staffing, establish how many staff may be required and who is available	
Consider these points			
<p style="text-align: center;"><u>08.00 hours – 20.00 hours</u></p> <ol style="list-style-type: none">1. Arrange additional Portering Services for:<ol style="list-style-type: none">(1) Emergency Department(2) X-Ray Department(3) Theatre(4) Wards2. Runner to alert Senior Nurses on Ward Block, AAMHU, Acute Medical Unit, CRC and Main Reception (Provide Porter Runner with a written message prepared by Switchboard which can be photocopied in the CRC ground floor secretarial area)3. Alert Housekeeping Services Manager: Ms. Edyta Chamczyk4. Alert Chair of Support Services Board Ms. Megan Goodale			
<p style="text-align: center;"><u>20.00 hours – 08.00 hours</u> <u>Night Porter at Main Reception</u></p> <ol style="list-style-type: none">1. Contact Deputy Portering Service Manager and officers: Frank Power Michael O’Sullivan Brian Hogan <p>Runner to alert Senior Nurses on Ward Block, AAMHU, Acute Medical Unit, CRC and Main Reception (provide Porter Runner with a written message prepared by Switchboard which can be photocopied in the CRC ground floor secretarial area)</p>			

2. Allocate Portering Services staff as follows:
 - a. Porter on AMAU/ GITU duties as runner to Ward Block, AAMHU, Acute Medical Unit, CRC, Main Reception
 - b. Porters on ward duties on 5th and 4th floors to Emergency Department.
 - c. Porter on ward duties on 3rd floor to theatre.
 - d. Porter on second and first floor to cover main block and CRC.
3. Contact Housekeeping Services Manager:
Ms. Edyta Chamczyk
Ms. Eimear Crean
4. Alert Chair of the Support Services Board:
Ms. Megan Goodale

Portering Service Bleep/Phone Numbers **DAY DUTY** List.

Ward/Area CUH	Number/Bleep
5A/5B, 1C, GI.T.U.	086 0214325
4A & 4B	086 0213630
4C + 4D	086 0214317
3D/C.C.U./Stepdown	086 0213668
2A/2B/2D	087 7510666
3A & 3B	086 0237602
2C	086 4126137
1A & 1B	086 0213470
GB & GA	086 0213252
Emergency Department	086 1727022 or 086 1726873
A&E Rasta	087 1081867
A&E 10.00a.m-20.00a.m	087 0543940
ED X/RAY	086 0273525
CRC Blood Phone/C ITU	086 7871242
Dialysis	087 3527931 592
Biomedical Engineering	087 3523112
MRI +PET Scan	087 4575605
MRI 2	0874787475
M.S.S.U	087 1632596
Meal Porter	087 9780898
Mental Health Unit	086 4126399
Seahorse/ Discharge Lounge	087 7031450
X-Ray	No Bleep contact Portering office 22103
Cath Lab CRC	087 0996642
C.S.S.D.	087 1137676
G.I. Unit	087 3990573
3C + Cardiology Day Unit	087 7871242
Physiotherapy 1	087 6004035
Physiotherapy 2	087 3668634
Glandore 1	087 4072606
Glandore 2	087 1406255
Acute Med Unit.	087 1632596
Oncology/Chemo Day Unit Dunmanway day unit	087 1179624
Medical Records.	087 4382995

Out Patients + EEG.	087 1601964
THEATRE DAY	
Neurology	087 6677304
Orthopaedics	087 3814640
Theatres 3 & 4	087 3843870
Theatres 5 & 6	087 3324204
Theatres 7 & 8	087 1170844
THEATRE OTHER	
Pre-Op Assessment	087 1601964
Theatre 9	616
WARD/Area CUMH	
3 rd & 4 th Floors	087 2690393
2 nd & 1 st Floors	087 1704845
N.N.U & Delivery Suites	087 6900864
Night Duty 8pm to 8am	087 2690393
Theatre & Recovery	087 1659764
Emergency Blood Phone	086 7872149
Portering Service Team	
Frank Power (Manager)	087 7970901
Brian Hogan (Supervisor)	087 0617765
Micheal O Sullivan (Supervisor)	086 8223268
Joe Crowley (Training Officer)	087 0974282

Portering Service Bleep/Phone Numbers ***NIGHT DUTY*** List.

Ward/Area CUH	Number/Bleep
5a/5b 1c Ga/Gb	086 0213252
4a/4b/4c/4d	086 0214317
3b/3c/3d/+ STEPDOWN	086 0213630
2 nd FLOOR, 3A	087 7510666
Medical equipment library	087 3523112
1a/1b	086 0213470
Emergency Department	087 4065008 086 1727022
ED/AMAU/GITU	086 021 4325
ED X-RAY/MAIN X-RAY	086 0273525
Dialysis + CITU	087 3527931
C.R.C. Blood Phone	086 7871242
Floors and Waste Collection	086 0213668
Main Reception Desk	22424/ 21000
Ward/Area CUMH	Number/Bleep
Ward Block 8pm– 8am	087 2690393
Ward Block 8pm–12am <i>MON-FRI ONLY</i>	087 1659764
THEATRE	
17:00HRS – 01:00HRS	087 6677304
08:00HRS – 20:00HRS	087 3843870
	20537/20631

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